		Number	Policy or Regulation
0.	Concept and Roles in Business & Non-Instructional Operations	3000	P
1.	Budget/Budgeting System	3100	P
	A. Budget: Planning	3110	P
	(1) Setting Budget Priorities	3113	P
	B. Preparation of Budget Document	3120	P
2.	Income		
	A. Local Funds	3210	P
	B. Federal Funds		
	(1) Medical Reimbursement for Special Education Students	3231	P
	C. Tuition Fees	3240	P
	D. Materials/Services; Fees, Fines, Charges	3250	P
	E. Sales and Disposal of Books, Equipment and Supplies	3260	P
	F. Donations or Gifts to School or District_____		P
	G. Sub-Recipient Monitoring	3281	P
	H. Crowdfunding……	3281.2	P/R
	I. Funds Management		
	(1) Liabilities Signatures/Facsimiles	3293.1	P
3.	Expenditures/Expending Authority	3300	P
	A. Purchasing Guides		
	(1) Relations with Vendors	3313	P
	B. Purchasing Procedures	3320	P
	(1) Soliciting Prices (Bids & Quotations)		
	(a) Contracts	3324.1	P
	(2) Paying for Goods and Services		
	(a) Emergency Expenditures	3326.2	P
	C. Fiscal Compliance		
	(1) Individuals with Disabilities Education Act (IDEA) Fiscal Compliance……..	3340	P/R
4.	Accounts		
	A. System of Accounts	3410	P
	B. Classification of Expenditures	3420	P
	C. Periodic Financial Reports		
	(1) Periodic Audit	3434	P
	D. Inventories	3440	P
	E. Monies in School Buildings		
	(1) Petty Cash Funds	3451	P
	(2) School Activity Accounts	3453	P/R
5.	Non-Instructional Operations		

		Number	Policy or Regulation
A.	Operation and Maintenance of Plant/Grounds	3510	P
	(1) Energy Conservation	3513.1	P/R
	(2) Equipment	3514	P
	(3) Safety		
	(a) Sexual Offenders on School Property	3516.5	P
	(b) Security of Buildings and Grounds	3517	P
	(c) Data-Based Information and Management Systems: Cybersecurity	3520.14	P/R
B.	Fixed Operations		
	(1) Insurance	3532	P
	(2) Employee Bonds	3533	P
C.	Auxiliary Agencies		
	(1) Transportation	3541	P
	(a) Responsibilities and Duties		
	(i) Bus Driver's Duties _____		P
	(ii) Procedures for Bus Safety _____		P
	(c) Routes, Stops and Services	3541.3	P
	(d) Transportation Equipment	3541.4	P
	(i) Transportation of Students by School Employees	3541.44	P
	(e) Transportation Safety Complaints	3541.5	P
	(2) Food Service		
	(a) Responsibilities and Duties		
	(i) Employees	3542.22	P
	(b) Menus and Services	3542.3	P
	(c) Food Service Charging_____		P/R
D.	Capital Outlay	3560	P

Business and Non-Instructional Operations

Concept and Roles in Business and Non-Instructional Operations

The Board of Education recognizes that finances and financial management are critical to the support of the whole school program. To make that support as effective as possible, the Board of Education shall:

1. Encourage advance planning through the best possible budget procedures.

2. Explore all practical sources of financial income.

3. Guide the expenditure of funds so as to extract the greatest educational returns.

4. Establish top-quality accounting and reporting procedures.

5. Maintain the level of unit expenditure needed to provide high quality education within the ability of the community to pay.

The operation and maintenance of school plant and equipment shall set high standards of safety, to promote the health of students and staff, to reflect prudent management of available resources and to support environmentally the efforts of the staff to provide a good education.

Policy adopted: November 14, 2000

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Business/Non-Instructional Operations

Budget/Budgeting System

Planning, Programming, Budgeting and Evaluation Systems

It is the philosophy of the Superintendent of Schools that each staff member should be involved in the development of the educational program for his/her area of interest and expertise. Planning, programming, budgeting and evaluation systems is a year-round process that includes specifying measurable objectives, determining how to evaluate the programs in relation to these objectives, and formulating budget requests for them.

Advantages of Program Budgeting

1. Provide for a better presentation and justification of education programs at budget time;

2. Greater staff involvement in program decision-making and resulting budget development; and

3. Greater understanding of and support for programs.

Colchester Public Schools

3110P

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

BUDGET PLANNING

General

The Board of Education shall prepare an annual operating budget for the school district, consistent with provisions of state statutes and Board of Finance requirements, governing preparation, timelines, and available appeal procedures of reductions to the educational budget.

Establishing Budget Priorities

Before developing and adopting a proposed budget, the Board of Education shall study school programs in relation to present and future students and community needs and establish budget priorities for the fiscal year. As a preliminary part of budget development, the Board of Education shall study the school program in relation to the present and future needs of the students and the community.

Supplemental Appropriations

State law provides procedures through which, subsequent to approval of the annual budget, additional appropriations may, if required, be requested by the Board of Education from the Board of Finance. Prior to requesting supplemental funds, the Board shall make every reasonable effort to live within the original appropriation and maintain essential educational programs.

Legal Reference: Connecticut General Statutes

10-51 Fiscal year. Budget. Payments by member towns. (regional districts)

10-222 Appropriations and budget. Financial information system.

POLICY ADOPTED: November 14, 2000
REVISED: February 11, 2020

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Business/Non-Instructional Operations

Setting Budget Priorities

The Board of Education will, on an annual basis, establish and approve budget guidelines and priorities.

In preparing the budget the administration shall keep in mind the following:

1. Staff for current programs
2. Instructional supplies and equipment for current programs
3. Maintenance of facilities
4. New staff to improve current programs
5. Equipment and supplies to improve current programs
6. Staff, instructional supplies and equipment for new programs

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget

Policy adopted: November 14, 2000

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Business/Non-Instructional Operations

Preparation of Budget Document

The Board of Education asks the Superintendent to direct the preparation of the budget and submit it to the Board for its tentative approval and for a later public hearing.

The Superintendent is asked to confer with the school staff on budgetary needs, as well as consider priorities that have been determined by the Board.

Although there is no statutory requirements for involving the financial authority of the Town in the preparation of a budget for the school district, it is the policy of this Board to discuss the proposed budget in advance with the Board of Finance.

Business/Non-Instructional Operations

Local Funds

All moneys received by the school district shall be deposited with the Town Treasurer except for moneys properly handled within the school activity fund or the school lunch fund.

Legal Reference: Connecticut General Statutes

10-237 School activity funds

10-247 Management of permanent funds

10-248 Payment of expenses

Policy adopted: November 14, 2000

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Business/Non-Instructional Operations

Medical Reimbursement for Special Education Students

The Board of Education will seek Medicaid reimbursement for eligible medically related services provided to Medicaid eligible special education students in accordance with federal and state law.

Legal Reference: Connecticut General Statutes

10-76d Duties and powers of boards of education to provide special education programs and services. State agency placements; apportionment of costs. (as amended by P.A. 99-279 An Act Concerning Programs and Modifications Necessary to Implement the Budget Relative to the Department of Social Services.)

Policy adopted: February 13, 2001

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

3240P

BUSINESS/NON-INSTRUCTIONAL OPERATIONS

TUITION FEES

Tuition

The Board of Education will permit non-resident students from other school districts to attend local schools when they can be accommodated in existing classes. The students or their sending district shall pay a tuition fee to be established annually by the Board of Education. Students will be charged any excess costs for programs and services provided beyond the general education curriculum in addition to the base tuition rate.
Non-resident attendance with tuition shall be for one school year or less to be extended pending approval. The Superintendent shall retain the right to terminate a non-resident student should the student violate school or district policy as set forth in the contract between the parents/guardians and the Board. The tuition fee may be adjusted as changes in costs indicate unless a multiple year agreement to provide educational facilities is entered into with another Board of Education. Notice shall be given at least one year prior to the discontinuance of service for non-resident high school students.

When a student is accepted into a special education program, the tuition cost shall be the total of any excess costs for programs and services provided beyond the general education curriculum or as set by the Board of Education. The per student expense is defined as the approved annual budget less transportation, special education, and free/reduced lunch which is then divided by the project enrollment.

Tuition rate as follows:

BA, WJJMS, JJIS, CES: Full time rate

Special Education: Annual tuition to be determined based on level of services needed **(see below).**

Tuition and Fees for Children of Non-resident Staff

Children of non-resident, full-time staff may be allowed to attend Colchester Public Schools in grades K-12 with the written approval of the Superintendent of Schools following a written request. The guidelines in the sections above shall apply to such requests except for the payment terms and schedule described below.

1. The annual tuition for these students will be based on the staff member's length of continuous service in the Colchester Public School System.

- 0-2 years of completed service - the staff member will be charged 50 percent (50%) of the tuition rate established above.
- 3-10 years of completed service - the staff member will be charged 25 percent (25%) of the established tuition rate.
- 10 or more years of completed service - the staff member will be charged 10 percent (10%) of the tuition rate established

2. If special education services are required, and the student's IEP includes provisions requiring additional expenditures, such as additional staff or outside services, the staff member shall be charged those additional costs as fees in addition to the tuition charge without any proration or reduction for years of service. If services can be accommodated with current staff then no additional charges will be made.

Courses Outside Regular School Hours

A tuition fee may be charged when a course is offered outside the regular school hours.

Legal Reference: Connecticut General Statutes

10-24b Fee when course offered outside regular school hours
10-33 Tuition in towns in which no high school is maintained
10-34 Approval by state board of incorporated or endowed high-school or academy
10-35 Notice of discontinuance of high school service to nonresidents
10-220 Duties of Boards of Education
10-253 School privileges for children in certain placements, non-resident children and children in temporary shelters.
10-266 Reimbursement for education of pupils residing in state property

POLICY ADOPTED: February 13, 2001
REVISED: March 12, 2013
REVISED: April 8, 2014
REVISED: July 14, 2020
REVISED: August 27, 2020
REVISED: March 9, 2021

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Business/Non-Instructional Operations

Materials/Service Fees, Fines, Charges

Materials Fees

In line with the responsibility of the state to provide a free public school education, the Board of Education will provide all instructional equipment, books and materials needed to maintain the desired instructional program free of charge, subject to reasonable rules concerning their care and use.

Charges

Any person who applies in writing will receive a plain or certified copy of any public record. A fee will be charged for the service as provided by law.

(cf. 9330 - Board/School System Records)

Legal Reference: Connecticut General Statutes

1-15 Application for copies of public records

10-221 Boards of Education to prescribe rules

10-228 Free textbooks, supplies, material and equipment

10-228a Free textbooks, supplies, material and equipment

10-229 Change of textbooks

Policy adopted: February 13, 2001

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Business/Non-Instructional Operations

Sales, Trade-In, Disposal of Books, Equipment & Supplies

Disposal of Obsolete or Surplus Equipment

Obsolete surplus equipment shall be sold only upon specific Board of Education approval. Such equipment shall not ordinarily be sold to an employee of the school district unless through open bidding or when equipment is offered for sale to the general public.

The Superintendent or designee will notify all other town agencies of that which is to be disposed, requesting a written reply within thirty (30) days as to any use to which they can put this property. Upon receipt of more than one request the Board of Education will determine the agency which can make best use of the equipment. Materials transferred to town agencies shall be sold for a fair market value.

Disposition of Outdated Books

The Board of Education may, upon recommendation of the Superintendent of Schools, authorize the disbursement or destruction of outdated **books** which are no longer useful to the educational program, provided that such books are a minimum of ten years old and have been determined obsolete by the professional administrative staff.

When books are sold either to used book vendors or shredders, this money must be returned to the town general fund. If and when such books are given to the PTO, the PTO may dispose of them as they wish. Any monies received therefrom can be retained in the PTO account.

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of Education
10-240 Control of schools
10-241 Powers of school districts

Policy adopted: February 13, 2001
Policy revised: December 14, 2010

Colchester Public Schools
Colchester, CT

Series 3000
Business

DONATIONS OR GIFTS TO SCHOOL OR DISTRICT POLICY

The Superintendent of Schools shall be authorized to accept, on behalf of the Board of Education, gifts and/or donations to the school district with a value of five hundred dollars ($500.00) or less. The Board of Education shall approve all gifts and/or donations of more than five hundred dollars ($500.00). Gifts shall include money, services, programs, equipment, or other items of value.

To be accepted, a gift must be used for the educational benefit of students and satisfy the following criteria:

1. Will have a purpose consistent with those of the district.
2. Will not bring unanticipated costs to the school district.
    a. Any donation of a gift classified as a structure requires preliminary approval of the Superintendent of Schools and the Director of Educational Operations. Such gifts must adhere to Town of Colchester building and zoning regulations.
3. Will place no restrictions on the school program.
4. Will not imply endorsement of any business or product.
5. Will not be inappropriate or harmful to the best educational interests of students, as determined by the administration.
6. Will be suitable for use in meeting the instructional needs of the school.
7. Will not be in conflict with any provision of Board policy or public law.

All gifts and donations will become school district property once accepted. A letter of appreciation shall be sent to the donor(s).

ADOPTED: February 13, 2001
REVISION: December 13, 2016 **(Replaces Policy 3280)**

CPS

Business/Non-Instructional Operations

Sub-Recipient Monitoring

Prior to receiving state funds, a sub-recipient must agree in writing to comply with the State Single Audit Act. More specifically, each sub-recipient must sign-off on a form, provided by the Board of Education, that it agrees to the following:

1. Meet the requirement of Connecticut Regulation Section 4-236.7 and the State Single Audit Act.

2. Provide the Board of Education with a copy of their annual audit report, and in instances of material non-compliance with state laws and regulations, develop a plan for a corrective action within 14 days of their receipt of the audit report.

3. Agree to ensure that appropriate corrective action is taken within six months of receipt of the audit report in instances of material non-compliance. Agree to inform the Board of Education of the completion of such action, also within the six-month time period.

4. Permit independent auditors to have access to records and financial statements necessary for the Board of Education to comply with state regulations.

5. Use state funds for the authorized purposes only.

The Board of Education shall ensure that each sub-recipient complies with the above noted agreement. The Board of Education shall consider whether any sub-recipient audit findings necessitate adjustment of the Board of Education records, completing any appropriate adjustments. The Board of Education shall also inform each sub-recipient of the source of funds received.

Legal Reference: Compliance Supplement to the State Single Audit Report dated December 3rd 1998.

Connecticut Regulations Section 4-236.7

Connecticut Substitute Senate Bill No. 859

Policy adopted: May 12, 1998

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

3281.2P

BUSINESS/NON-INSTRUCTIONAL OPERATIONS

SCHOOL FUND RAISERS AND ONLINE FUNDRAISING CAMPAIGNS – CROWDFUNDING

The Colchester Board of Education (Board) believes online fundraising campaigns, including crowdfunding campaigns, may further the interests of the District. Any person or entity acting on behalf of the District and wishing to conduct an online fundraising campaign for the benefit of the District shall begin the process by seeking prior approval from the Superintendent or his/her designee. Money or items raised by an online fundraising campaign will be the property of the District only upon acceptance by the Board, and will be used only in accordance with the terms for which they were given, as agreed to by the Board.

"Crowdfunding service" means a web-based service used for the solicitation of goods, services and/or money from a large number of people via the Internet. Crowdfunding is considered a form of fundraising.

Any staff, administrators, school-related groups, or members of the public seeking grants or donations on behalf of the school or for the benefit of the school and/or its students should first discuss such request with the building Principal.

Prior to finalization of any grant or donation associated with the school and/or its students, all requests for grants or donations must be approved by the Superintendent or his/her designee. When the appropriateness of a request is in doubt or if the grant/donation obligates the school to engage in specific actions, obligations or involves the addition of District/school funding, the Superintendent may refer the request to the Board for final acceptance or rejection.

Approval of requests shall depend on factors including, but not limited to:

- Compatibility with the District's educational program, mission, vision, core values, and beliefs;
- Congruence with the District and school goals that positively impact student performance;

- The District's instructional priorities;
- The manner in which donations are collected and distributed by the crowdfunding platform;
- Equity in funding; and
- Other factors deemed relevant or appropriate by the District.

If approved, the requestor shall be responsible for preparing all materials and information related to the online fundraising campaign and keeping District administration apprised of the status of the campaign.

The requestor is responsible for compliance with all state and federal laws and other relevant District policies and procedures. All items and money generated are subject to the same controls and regulations as other District property and shall be deposited or inventoried accordingly. No money raised or items purchased shall be distributed to individual employees.

Note: Online fundraising campaigns have become an increasingly popular mechanism for individual educators to raise money. "Crowdfunding" can be defined as, the use of small amounts of capital from a large number of individuals to finance a project, business venture, or to fundraise for a specific cause or charity. For examples of organizations dedicated to crowdfunding for education please visit: DonorsChoose.org, an organization with a mission to empower "public school teachers from across the country to request much-needed materials and experiences for their students" or AdoptAClassroom.org, an organization with a mission to give "teachers a hand by providing needed classroom materials so that students can succeed."

District employees shall comply with all of the following provisions relating to online solicitations and the use of crowdfunding services for school-related purposes. All property and proceeds received as a result of online fundraising or solicitation as the result of a crowdfunding service become the property of the Board. As a result, no online fundraising may occur except as provided below:

1. The Superintendent or his/her designee, shall approve all online fundraising activities prior to any employee posting any such fundraising solicitation.
2. Employees may only use crowdfunding services that send the items or proceeds solicited by the employee directly to the school where he or she is employed.

3. The employee must verify under the crowdfunding services' terms and conditions that he/she meets all requirements for such solicitation.

4. Employees may not display or post a picture of a District student in conjunction with a fundraising solicitation.

5. If an employee's proposal is approved by the crowdfunding service, the employee agrees to use the donated materials solely as stated in the employee's proposal.

6. If a solicitation is not fully funded within the time period requested by the crowdfunding service, donations will be returned to the donor or to the employee as "account credits."

7. If for any reason, a solicitation cannot be concluded (for example, the employee no longer works at the original school), donations shall be returned to the donor or to the employee as "account credits."

8. Any solicitation shall be for educational purposes only.

9. All goods and/or proceeds received through any online solicitation shall become the property of the Board and not of the individual employees who solicited the item(s) or funds.

10. To the extent an employee solicits any technology or software, the employee shall secure the prior written approval of the Director of Technology or his/her designee prior to any such solicitation.

11. The Board reserves the right to deny approval of solicitation of any funding or grant application or to refuse acceptance of any funds awarded or donated.

(cf. 1324 – Solicitation of Funds by School Groups, Booster Clubs or Parent Groups)

(cf. 3280 – Gifts, Grant, and Bequests)

(cf. 3281 – School Fund Raisers)

POLICY ADOPTED: March 12, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

3281.2R

BUSINESS/NON-INSTRUCTIONAL OPERATIONS

ADMINISTRATIVE REGULATIONS FOR SCHOOL FUND RAISERS AND ONLINE FUNDRAISING CAMPAIGNS – CROWDFUNDING

The Colchester Board of Education (Board) considers crowdfunding as a fundraiser.

A District professional employee may submit a proposal to benefit the Colchester Public Schools by raising funds or acquiring materials via a crowdfunding platform that has been approved by the Superintendent or his/her designee. The individual proposal shall first be submitted to the building Principal for approval. Once approved by the Principal, the Superintendent or her/his designee will then review the proposal. A decision on the application will be made within 10 business days.

Guidelines

1. No posting of pictures/videos/images of any students. If posting images of staff, all Board policies and administrative regulations must be followed.

2. A file is to be maintained at the school for any crowdfunding request. This file shall contain:

    a. The Principal's fundraising approval form;
    b. The written detail of the projects as well as what is posted on the platform website;
    c. Any photos or images posted with the project;
    d. A copy of all agreements and permission forms; and
    e. Superintendent's approval.

3. Platforms terms:

    a. When using platforms there can be different terms. Principals or directors should understand the terms prior to the start of a project:

i. AON-All or nothing: This means that if the amount requested is not reached, the project does not get funded. The donor then has the option to pick another project to fund or give the current teacher a credit toward their next project.

ii. KIA-Keep it all: This means that if any amount is reached, the school will get a check even if the goal is not reached.

b. Make sure to monitor and take down sites when the event or request is completed.

4. Equipment – If the request involves equipment, either technology or non-technology, preapproval needs to be obtained from:

   a. Director of Teaching and Learning
   b. District Technology Coordinator
   c. Maintenance: Contact the Director of Educational Operations and Facilities, as electric and plumbing considerations may need to be reviewed before any equipment is ordered.

5. All non-monetary items (supplies, equipment...) obtained are the property of the District and all inventory procedures apply.

6. All monetary donations should be properly recorded in the school activities accounting system at each school. A line item may need to be set up for a new account if this is a new project. Please note, no school banking information should ever be given out. A check should be requested to be mailed to the school in the name of the school, not to an individual person.

7. When developing a project, it is necessary to be mindful as to what is being requested. The intent of the request always needs to be followed.

8. If a proposal is successfully funded, the author(s) shall immediately notify the School Office, the District Business Office, and the Superintendent's Office.

9. All gifts, grants, bequests and contributions must be officially accepted by the Board of Education, become the property of the District and, if applicable, will remain in the school where the author(s) was (were) located at time of the grant award.

Denial of Proposal

If the proposal is denied by the Superintendent or her/his designee, s/he will communicate the reason for denial. Reasons for denial may include:

- The proposal requests the purchase or use of technology that is not compatible with the District's current or future plans for the purchase and/or use of technology.
- The proposal requests the purchase and/or use of technology not supported by the District Network Administrator and the Assistant Director of Curriculum and Instruction for Instructional Technology.
- The proposal requests the purchase of curriculum materials and supplies that are not standards-based.
- The proposal requests materials that could be substituted by similar materials that are already supplied by the District or will be supplied by the District.
- The proposal seeks to start a program that would require the continued use of materials or funding beyond what is obtained through the proposal.
- The proposal will result in demands on staff not involved in the proposal.
- The proposal is in conflict with or takes away from adequate instructional time and/or established foci of the District Improvement Plan or the School Improvement Plans.
- The proposal requests athletic equipment or donations not consistent with or in direct conflict with the athletic programs of the District.
- The proposal is in conflict with current and/or planned curriculum and instruction initiatives, Board policy, one or more of the District Collective Bargaining Agreements, regulations of the Connecticut Department of Education and/or Connecticut General Statutes.

REGULATION APPROVED: March 12, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Business/Non-Instruction Operations

Signatures/Facsimiles

The Board of Education authorizes a member or members of the Board to sign checks.

Legal Reference: Connecticut General Statutes

10-248 Payment of school expenses

Policy adopted: February 13, 2001

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Business and Non-Instructional Operations

Expenditures/Expending Authority

The Board of Education establishes its General Fund budget in accordance with provisions of the Town Charter and the Connecticut General Statutes. The modified accrual basis of accounting plus encumbrances is used for the General Fund. Unexpended appropriations of the General Fund lapse at fiscal year end.

The Board of Education maintains budgetary controls. The objective of these budgetary controls is to ensure compliance with legal provisions embodied in the annual appropriated budget approved by the Town Referendum. The definition of "Line Item" for budgetary control (that is, the level at which expenditures cannot legally exceed the appropriated amount) is the object account at the building and/or cost center level. A Requisition/Purchase Order system shall be utilized to properly encumber funds. All requisitions for Purchase Orders shall be approved by the appropriate administrator and forwarded to the Finance Department for approval by either the Chief Financial Officer or Business Manager. A "Request for Transfer of Funds" form must accompany any Purchase Order that shall result in a Line Item budget deficit. The Purchase Order shall not be released until the Superintendent approves this form or the Board of Education if the transfer amount is greater than $5,000 (see A.3.). Purchase orders shall be issued and funds shall be encumbered for each order once the Finance Department personnel have completed the verification of funds for the purchase. All purchase orders shall be pre-approved for budgetary compliance by the Chief Financial Officer (or designated individual) prior to orders being placed with vendors. Purchase orders, which result in an overrun of object account balances, are not released until additional appropriations are made available. An accounts payable warrant shall be available for each payable period and shall be signed by a designated Board of Education member prior to any disbursement checks being released to vendors.

The Board of Education presents the annual operating budget with major emphasis on individual school accounts. The account structures allow management review and control by each account, school and program. The Line Item object accounts are: See Addendum #1

Each school provides an outline of programs and curriculum requirements. Comparative information is provided during the Budget Hearings relative to personnel required and the total expenditures to carry out the program and curriculum requirements.

Following the descriptive information is the PROPOSED BUDGET COMPARISON relative to the entire school district. This financial data allows a review of the request of funds by the district proposed by the Board of Education. The dollar and percentage variance is derived from the Adopted Budget of the current fiscal year and the applicable proposed column. One previous year of actual historical values is also presented.

Business and Non-Instructional Operations

Expenditures/Expending Authority (continued)

Request for Transfer of Funds

A. Principals, Program Heads and other supervisors shall request all transfer of funds from the Superintendent of Schools by completing a "Request for Transfer of Funds" form. The request must explain the need of funds and suggest a funding source. A copy of the request is to be forwarded to the Chief Financial Officer. The Superintendent of Schools may review the funding source with either the Chief Financial Officer or Business Manager.

The Superintendent of Schools may approve all transfers within a cost center or school with the exception of the following:

1. No transfers shall be made to hire additional permanent staffing that has not been properly authorized by the Board of Education.
2. Transfers shall not be made to purchase major pieces of equipment such as vehicles and machinery, or items specifically deleted by the Board of Education.
3. The Superintendent's authority shall be limited to the amount of $5,000 for any single transfer with the exception of items D below.

B. The Superintendent of Schools shall recommend to the Board of Education for the approval of Budget Transfers in excess of $5,000, for any items included in the above list of exclusions or between schools.

C. All transfers approved by the Superintendent shall be presented to the Board of Education at their next scheduled meeting for approval. In addition, these transfers shall be included in the Education Budget Sub-committee Agenda Packet following the Board of Education meeting. They will be listed as information items.

D. Under emergency circumstances the Superintendent is authorized to initiate work that must be completed in order to maintain the operation of the school system. The Superintendent shall notify the Board of Education as soon as possible when an emergency situation arises.

E. The Board of Education shall not expend more than the amount of the appropriation approved by the Town Referendum for the General Fund Budget. If any occasion arises whereby additional funds are needed by the Board of Education, the Chairperson of the Board of Education shall notify the Board of Selectman and Board of Finance and submit a request for such necessary funds. No additional funds shall be expended unless such supplemental appropriation is granted and no supplemental expenditures shall be made in excess of those authorized.

Policy adopted: October 8, 2002

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

Budget Transfer - Less than $5,000

Superintendent Approval

School/Department:

Reason for Request:

Reason for Available Funds:

	Account Number	Account Name	Amount
From:			
To:			

Date Requested — School Principal, Program Director or Supervisor

Date Reviewed — Chief Financial Officer

Date Approved — Superintendent of Schools

Date Notified — Board of Education Clerk

Colchester Public Schools

Budget Transfer - Greater than $5,000

Superintendent Recommendation & BOE Approval

School/Department:

Reason for Request:

Reason for Available Funds:

	Account Number	Account Name	Amount
From:			
To:			

Date Requested — School Principal, Program Director or Supervisor

Date Reviewed — Chief Financial Officer

Date Recommended — Superintendent of Schools

Date Approved — Board of Education Clerk

COLCHESTER PUBLIC SCHOOLS - LINE ITEM OBJECT CODES

SALARIES

40	111	CERTIFIED
40	112	CLASSIFIED
40	113	ADDITIONAL STAFF HOURS
40	130	CLASSIFIED OVERTIME

BENEFITS

41	210	EMPLOYEE RELATED INSURANCE
41	220	SOCIAL SECURITY
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Relations with Vendors

The school district shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price and delivery with past service being a factor if all other considerations are equal.

Conflicts of Interest and Endorsements

The district will not purchase supplies or materials from a staff member of the school district, nor from a member of the household of the staff member unless the purchase follows the formal purchasing procedures.

Employees of the district will not endorse products or services in such a manner that will identify him/her as an employee of the district.

Affirmative Action

The school district shall not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency or organization discriminates on the basis of race, color, religious creed, age, marital status, national origin, sex, sexual orientation, or physical handicap or disability, either in employment practices or in the provision of benefits or services to students or employees.

Legal Reference: Connecticut General Statutes

46a-58 through 46a-81 re discriminatory practices

Title VII, Civil Rights Act, 42 U.S.C. 2000e et seq. as amended by Title IX, Equal Employment Opportunity Act

Title IX of the Education Amendments of 1972; 42 U.S.C. 1134n et seq. (Higher Education Act)

Policy adopted: February 13, 2001

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

TOWN OF COLCHESTER
COLCHESTER BOARD OF EDUCATION

PURCHASING POLICY

Effective: Date of Approval Below

Approved by Board of Selectmen: 5/7/2015
Approved by Board of Education: 6/9/2015
Approved by Board of Finance: 6/3/2015

Supersedes: All Previous Versions

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SECTION A
DEFINITIONS & GENERAL REQUIREMENTS

1. DEFINITIONS

The following terms shall have the definitions as set forth below:

First Selectman: as defined in the Charter of the Town of Colchester.

Local Vendor: a vendor whose principal place of business is located in Colchester.

Lowest Qualified Responsible Bidder: the bidder offering the lowest price among those bidding who possesses the skill, ability, and integrity necessary for the performance of the work based on objective criteria considering, amongst other factors, past performance and financial responsibility.

Purchasing Agent: the First Selectman or Superintendent, as applicable, or his/her designee.

Request for Proposal (RFP): an invitation for vendors to submit a proposal for a specific good or service.

Request for Qualification (RFQ): an invitation for vendors to submit a description of relevant qualifications to perform a certain professional service.

Superintendent: the Superintendent of the Colchester School District.

Vendor: someone from whom a good or service is purchased.

2. PURPOSE

The purpose of this policy is to establish a systematic and uniform system for the procurement of services and goods required by any department, office or agency of the Town, including the Board of Education.

3. COORDINATION WITH OTHER APPLICABLE LAWS

In all respects, the provisions of this Policy shall be subject to the terms, conditions, requirements and other directives as contained in any applicable local, state or federal regulation, law, statute, policy or other directive, including but not limited to those pertaining to affirmative action and prevailing wages, as applicable.

4. OBJECTIVES

The objectives of this policy are as follows:

- To clearly establish the responsibility for the purchasing function as being vested with the First Selectman and Superintendent or his/her duly appointed representative(s).
- To procure services and goods from the Lowest Qualified Responsible Bidder.
- To provide an expeditious and efficient means of procuring materials, goods, or services.
- To ensure that all purchasing functions and practices are conducted in accordance with the Town charter and all other applicable local, state or federal requirements.
- To ensure that the Town and Board of Education make its purchases from local vendors whenever it is in the best interests of the Town and is consistent with this policy.

5. RESPONSIBILITY FOR COMPLIANCE

Compliance with this Purchasing Policy shall be monitored as follows:

a. The First Selectman and/or Superintendent, as applicable, shall bear primary, non-delegable responsibility for ensuring compliance with this policy.

b. The Purchasing Agent shall be responsible for establishing specifications and procedures for procuring goods or services, as applicable.

c. All employees, including department heads, supervisors, principals, directors and any others authorized to make purchases for the Town or Board of Education are responsible for following the provisions outlined in this policy when making purchases with Town or Board of Education funds.

d. The Chief Financial Officer or his/her designee will establish forms and processes to carry out the policies and procedures contained in this Policy, subject to the approval of the First Selectman and/or Superintendent, as applicable.

6. COMMUNICATION WITH VENDORS

All contracts between the Town or Board of Education and the vendor's representative shall be negotiated through the Purchasing Agent. The Purchasing Agent will refer catalogs or other advertising materials to the departments and/or schools concerned with the subject matter therein. The Purchasing Agent shall be copied on all correspondence originating from such department and/or school to/from vendors.

7. BULK PURCHASING

Whenever possible, the Purchasing Agent shall consolidate purchasing to obtain a more economical purchase and to avoid purchase of unnecessary or duplicative items. The Purchasing Agent shall institute systematic scheduled buying procedures for items which are used on a volume basis. Departments and schools shall comply with the ordering schedules distributed by the Purchasing Agent.

8. ENVIRONMENTALLY-PREFERABLE PURCHASES

Whenever possible, consideration shall be given to purchasing Environmentally Preferable Products. For purposes of this Policy, Environmentally Preferable Products are those products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. Such products or services may include, but are not limited to, those which contain recycled content, minimize waste, conserve energy or water and reduce the amount of toxins disposed of or consumed.

9. OTHER FORMS OF PURCHASING

The Purchasing Agent is authorized to employ all methods of soliciting goods or services, including but not limited to, cooperative purchasing, on-line auctions, reverse auctions and all other methods as allowed by applicable authority.

10. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS

All purchases or contracts, other than those specifically exempted in this Policy shall be made by an authorized purchase order.

The function of a blanket purchase order is to establish a contract with a specific vendor for a type of good or service bought on a recurring basis where the cost of processing the individual purchase orders

would frequently exceed the value of the item or service but whose cumulative value for the year is a significant amount. A blanket purchase order will be issued by the Chief Financial Officer at the beginning of a calendar quarter to a particular vendor for an estimated dollar amount to be purchased during that calendar quarter. The blanket purchase order will allow the user department to draw against the purchase order when ordering required goods during a calendar quarter.

Only authorized individuals will be allowed to pick up goods or materials.

No single item over $250 in price will be chargeable on a blanket purchase order.

Issuance of a blanket purchase order does not negate the need to utilize the quote or bid process where applicable.

11. EXPENDITURES NOT REQUIRING A PURCHASE ORDER

Specific expenditures may be processed for payment without submitting a Requisition/Purchase Order. Expenses of this nature are usually recurring obligations of the Town or Board of Education, and the amount to be charged is not known until after the service has been performed or until after a specified billing period has elapsed. The following items do not require purchase orders:

- Utilities
- Postage
- Legal notices
- Advertising
- Mileage or travel expenses related to Town or Board of Education business
- Professional dues and subscriptions
- Payroll deductions
- Judgments and claims
- Interfund transfers
- Debt payments
- Such other items as determined by the Purchasing Agent.

12. REQUEST FOR PROPOSAL/COMPETITIVE BID

For purposes of this section, if the goods or services for which the bid or proposal is invited will be purchased repeatedly over a period of twelve (12) months, the aggregate projected expenditure for the entire twelve (12) month period shall be calculated in order to determine the total value of the purchase.

a. WHEN A REQUEST FOR PROPOSAL/COMPETITIVE BID <u>IS NOT</u> REQUIRED

- Purchases or contracts with an anticipated value of up to $2,500 will not require quotes or bidding.

- The purchase of consumable, non-equipment goods required for the day-to-day operation of a department or school may be made without competitive quotes, proposals, or bids by said department or school provided said expenditures are within the department or school's budget and such purchases are made at or below contracted consortium, regional, State, or Federal governmental bid quotes for the particular commodity with the approval of the Purchasing Agent.

b. WHEN A REQUEST FOR PROPOSAL/COMPETITIVE BID IS REQUIRED

- Purchases or contracts with an anticipated value of $2,500 and up to $5,000 shall require verbal quotes from a minimum of three (3) vendors. Verbal quotes must be summarized on the appropriate form and submitted with the purchase requisition.

- Purchases or contracts with an anticipated value of $5,000 and up to $7,500 shall require written quotes from a minimum of three (3) vendors. Emailed or faxed quotes signed by an authorized company representative on company letterhead are acceptable, as are product catalogs and online vendors. Written quotes must be submitted with the purchase requisition.

- Purchases or contracts with an anticipated value of $7,500 or more shall require use of either the Request for Proposal/Competitive Bid Process unless waived per Section F of this Policy.

- For purposes of this Paragraph (b), if a vendor declines the invitation to participate that refusal shall qualify as a response.

c. AUTOMATIC ADJUSTMENT OF DOLLAR AMOUNT

- The dollar amounts specified in paragraph (b) above shall be automatically adjusted in accordance with any statutory amendments to CGS 7-148v, or other statutes, as applicable.

13. BID SECURITY

If required by the Purchasing Agent, bids must be accompanied by security in one of the following forms: certified check, cashier's check, personal money order, letter of credit, or bid bond. The requirement for and amount of the security must be set forth in the bid advertisement. All security presented must show the "Town of Colchester" as the payee.

14. BIDDERS LIST

The Town and Board of Education do not maintain a formal bidders list.

15. INSURANCE REQUIREMENTS

An insurance certificate will be required from firms employed by the Town or Board of Education to perform work on buildings, property, or in the name of the Town or Board of Education. Such certificate shall hold the Town or Board of Education harmless as additional insured under said policies. The amount of such required coverage shall be approved by the First Selectman or Superintendent after review by the insurance consultant and/or carrier and prior to preparation of the bid specifications.

SECTION B
PROCEDURES FOR REQUEST FOR PROPOSAL/COMPETITIVE BID

1. PREPARATION

Whenever a Request for Proposal/Competitive Bid is required in accordance with the requirements in "Section A: Definitions & General Requirements," the department/school shall request a bid number from the Purchasing Agent prior to preparing the specifications. The date of the bid opening will be determined in coordination with the Purchasing Agent's office. A bid folder, labeled with the bid number and goods, will be prepared by the Purchasing Agent.

2. SPECIFICATIONS

The department/school will prepare the bid specifications in a format approved by the Purchasing Agent, incorporating the bid number and date of bid opening in the specifications. The completed specifications should be returned to the Purchasing Agent at least ten business days prior to the anticipated date of legal notice publication.

Bid specifications must include:

- Detailed description of goods/services to be purchased.
- Requirements regarding quality of goods/services to be purchased.
- Vendor or contractor qualification requirements.
- Requirement that all communications be in writing.
- A draft contract if the purchase requires entering into a contract.
- Format of submission.
- Number of copies of bid to be submitted.
- Deadline and address for submission.
- Insurance requirements.
- Bid security requirements, if applicable.
- Name, phone number, and email address of contact person responsible for all communications with prospective bidders.
- Criteria for selection.
- Sworn statement of identity of all owners and officers
- Information on pre-submission meeting(s), if any.
- Certification of bidder compliance with terms, conditions, requirements and other directives as contained in any applicable local, state or federal regulation, law, statute, policy or other directive, including but not limited to those pertaining to affirmative action and prevailing wages, as applicable.
- Any additional information needed for submission.

No bid shall be prepared to one vendor's exact specifications to exclude another comparable or preferred vendor.

3. NOTIFICATION OF REQUEST FOR PROPOSAL/COMPETITIVE BID

A legal notice inviting sealed bids shall be published by the Purchasing Agent in a newspaper of general area circulation or any type of media deemed to be applicable at least twenty-one days prior to the bid opening. The notice shall contain a general description of the goods or services being bid; the contact person; the day, hour, and place of the bid opening; where and when bid packages may be obtained; bid security, if required; and other information relating to the bid. An affidavit of publication will be provided when required by the Purchasing Agent.

No earlier than the date of legal notice publication, the Purchasing Agent will send the invitation to bid to all firms and persons as requested by the user department/school, the Preferred Vendor List for services required, and any additional firms and persons the Purchasing Agent determines are qualified. A list of the firms to which the bid was sent will be included in the file for this bid.

Additional copies of the complete specifications will be prepared for firms to pick up in response to the bid advertisement.

4. BID OPENING & AWARD

All bids, and bid security if applicable, must be submitted to the Purchasing Agent in sealed envelopes and show on the face of the envelope the bid number, the title of the bid, and the bidder's name. All envelopes will be date and time stamped as received.

At the date and time stated in the legal notice, all bids will be opened in public, read aloud (vendor name and bid amount only) and recorded. No bids shall be accepted or opened that were not submitted in compliance with the procedures set forth in the notice advertising the bid.

The award shall be made to the bidder whose bid meets the requirements, terms and conditions contained in the bid specifications, and is the lowest among those bidders possessing the skill, ability, and integrity necessary for faithful performance of the work based on objective criteria considering past performance and financial responsibility (the "Lowest Responsible Qualified Bidder"). Bid award is not based solely on the lowest fee proposal submitted, but includes all other considerations listed below in "Lowest Responsible Qualified Bidder."

Within a reasonable time following the bid opening, the bids will be reviewed in detail by the department head/school administrators and Purchasing Agent to ensure the apparent low bidder meets all specifications of the "Lowest Responsible Qualified Bidder." If this bidder does not meet the specifications, or is not judged responsible, the next lowest bidder's bid will be reviewed for compliance with the specifications. The foregoing process will be followed until the Lowest Responsible Qualified Bidder is found.

In determining the Lowest Responsible Qualified Bidder, the following criteria will be considered, as applicable:

- The ability and capacity of the bidder to perform the work based on an evaluation of the character, integrity, reputation, and experience of the bidder. Consideration shall be given to previous work performed by the bidder for the Town or the Board of Education or for other agencies, including the quality and degree of satisfaction with the work performed.
- The financial resources of the bidder and the bidder's ability to secure any required bonds and/or insurance.
- Compliance by the bidder with all applicable federal, state, and local laws, including any licensing requirements.
- Delivery or completion time.
- Cost.
- Involvement in litigation.

5. CONSIDERATION FOR LOCAL VENDORS

Any Local Vendor who has submitted a bid not more than 7.5% higher than the lowest qualified responsible bidder may be awarded the bid if such local vendor agrees to accept the award at the amount and specifications of the lowest qualified responsible bidder, and meets all other conditions and requirements. Such Local Vendor shall be required to submit confirmation of its acceptance of the lower bid amount no later than 5 days after notification from the Purchasing Agent.

The provisions of this section shall not apply when the Lowest Qualified Responsible Bidder is a Local

Vendor.

6. PROCEDURES IN THE EVENT OF A TIE BID

If there is a tie bid between or among vendors, the Purchasing Agent shall award the bid in one of the following manners:

- shared equally by the tied vendors, or
- award the bid on a rotating basis, or
- by draw in the presence of three or more witnesses.

7. BID AWARD

Once the Lowest Qualified Responsible Bidder is determined and an award of the bid is authorized, the Purchasing Agent shall prepare or cause to be prepared: (i) a purchase order to confirm the bid award and; (ii) when required, a contract. If required, the Purchasing Agent will bring the recommendation forward to the Board of Selectmen or Board of Education for approval as required by the Town Charter, State statutes, Board of Education policy, and this policy.

8. POST BID NEGOTIATION

Modifications in the proposed scope of the bid may be made after bid openings provided that the basic bid is still in its essential form and that all bidders have the same opportunity to submit new prices in writing for those changes being considered. Should all bids be in excess of funds available, the Purchasing Agent may work with the Lowest Responsible Qualified Bidder to negotiate reductions in scope until costs are within the amount of funds available.

9. BID FILE

The completed bid file for each Request for Proposal/Competitive Bid specific bid will contain:

- Completed record of bids
- Copy of the bid specification.
- Affidavit of publication or clipping of the bid.
- List of all firms invited to participate in the bid.
- List of all firms actually participating in the bid.
- All bids submitted.
- All correspondence related to the bid.
- Award notification
- Notice to proceed

SECTION C
PROCEDURES FOR OPTIONAL REQUESTS FOR QUALIFICATION

Whenever the Request for Proposal/Competitive Bid involves Professional Services, the Purchasing Agent may require that all bidders also comply with a Request for Qualification process. For purposes of this section, Professional services involve the furnishing of judgment, expertise, advice or effort by persons other than Town or Board of Education employees, and do not involve the delivery of a specific end product which can be defined by bid specifications and requires professional expertise.

Examples of professional services include, but are not limited to, in-service instructional leaders, pupil services, tutors, interpreters, architects, engineers, land surveyors, soil scientists, town planners, attorneys, banking and financial advisors, insurance brokers, actuaries, auditors, temporary agencies, repair services for property, equipment, and vehicles where the nature of the repair cannot be defined in advance by bid specifications and the professional expertise of the service provider is critical.

The Purchasing Agent, with the assistance of the department/school needing service, will develop the scope of Professional Services being sought in accordance with the requirements in "Section A: Definitions & General Requirements."

1. SPECIFICATIONS

In addition the requirements in Section B, the following must also be included in the RFQ:

- Project title, background, detailed description, and plans/sketches if applicable.
- Format of submission.
- Number of copies to be submitted.
- Information on pre-submission meeting(s), if any.
- Criteria for selection.
- Requirement that the fee proposal be submitted in a separate sealed envelope and not be reflected in any part of the proposal response. Fee proposal envelope must contain project cost; method of payment, i.e. lump sum, percentage, hourly rates, etc.; and distribution of the fees by phase if applicable.
- Deadline and address for submission.
- Name, phone number, and email address of contact person.
- Any additional information needed for submission.

2. RESPONSES TO RFQ

When an RFQ process is utilized, responses must be accompanied by a statement of professional qualifications containing the following information:

- Background statement on the firm, principals, staff availability, location, and financial stability.
- Qualifications and position with the firm of those key individuals who will be assigned to the project.
- List of similar projects and at least three references including contact information for work done within the last five years.
- Short description of vendor's approach to the project and a general time line for completion, including phases if any.
- Short description of typical fee structure. Fee information is only for assessing the firm's understanding of the project.
- Statement as to why the vendor is the best qualified to meet the needs of the Town or Board of Education.

3. EVALUATION & AWARD WHEN REQUEST FOR QUALIFICATION PROCESS IS UTILIZED

At the date and time stated in the notice advertising the bid, all proposals will be opened in public and recorded. No proposals shall be accepted or opened that were not submitted in compliance with the procedures set forth in the notice.

The Purchasing Agent will convene a review panel of not less than three individuals which will rank proposal submissions as follows: experience with similar projects; work approach; work schedule; staff qualifications; ability to meet requirements, terms, and conditions outlined in the RFQ; and firm's resources and stability.

A list of the most qualified firms will be developed. An interview will be conducted with a minimum of the top three qualified firms based on rankings. Fees are not to be taken into consideration as part of this determination.

After determination of the most qualified firms, the panel will open sealed envelopes containing fees. The panel will recommend a firm based on the ranking combined with the fee and will notify the Purchasing Agent by memo of its recommendation. The Purchasing Agent will bring the recommendation forward to the Board of Selectmen or Board of Education for approval as required by the Town Charter, State statutes, Board of Education policy, and this policy. A record of all proposals submitted, giving the names of the bidders, the amounts of the bids, and indicating the successful bidder shall be preserved by the Purchasing Agent in accordance with State law.

SECTION D
PREFERRED PROFESSIONAL SERVICES VENDOR LIST

It is the intent of this process to develop a list of pre-qualified vendors for specified professional services that will be available for hire by the Town or Board of Education during the contract period. Town or Board of Education departments and schools may use vendors on this list when services are needed and when pre-approved by the First Selectman or Superintendent. This list in no way requires the departments or schools to utilize vendors from the list nor does it preclude the ability of any department or school to initiate the RFP process.

The Purchasing Agent shall utilize the Request for Proposal process to develop the list and will maintain the list of all selected vendors as well as the date of inception of the list. The list shall be viable for three years from date of inception. Selected vendors shall remain on the list from the date selected until the expiration date of the list unless removed by the Purchasing Agent. At that time, a vendor may resubmit for inclusion through the process.

Vendors may be placed on the list using the Request for Qualification process in "Section C: Procedures for Optional Requests for Qualification."

Any vendor may be removed from the list at any time by the Purchasing Agent.

The following statement must be included in materials for the Request for Proposal and Competitive Bid processes: "Submission of a response to this RFP or bid may result in your placement on our "Preferred Vendor List". Inclusion on the list is not a guarantee of work being awarded. Any vendor may be removed from the list at any time by the Purchasing Agent."

SECTION E
ACCEPTANCE/REJECTION OF BIDS

The Purchasing Agent may reject any and all bids or quotations in whole or in part. Bids may be rejected for, but not limited to, the following reasons:

- if there is any reason to believe that collusion exists among the bidders;
- irregularities of any kind, including, without limitation, alteration of form, additions not called for, conditional bids, incomplete bids, and unexplained erasures;
- if past performance is such that the First Selectman or Superintendent feels that the bidder cannot provide satisfactory service; or
- failure to act responsibly in dealings with the Town, Board of Education, or other customers.

The Purchasing Agent shall not accept a proposal submission from any vendor if the vendor, its sole proprietor, partner(s), or company officer(s) are in default on the payment of taxes, licenses, fees, or other monies due to the Town..

The Purchasing Agent retains the right to waive any insubstantial irregularities in the bids received (i.e. typographical errors, errors in formatting, etc.).

In accordance with CGS 7-148w, the Town may, by ordinance of its legislative body, establish a process for disqualification of any contractor, for up to two years, from bidding on, applying for, or participating as a subcontractor under, contracts with the Town or Board of Education for one or more causes set forth under subsection (c) of that section. Such ordinance shall establish procedures for disqualification which shall include notice and an opportunity for a hearing to the contractor who is the subject of the proceeding.

Nothing in this section should be construed to limit in any way the right of the First Selectman or Superintendent or his/her designee to reject any and all bids.

SECTION F
WAIVER OF REQUEST FOR PROPOSAL/COMPETITIVE BID PROCESS

In certain situations the bidding, quotation, and proposal processes described in this document may be waived even though the estimated cost exceeds the dollar threshold established in “Section A: Definitions & General Requirements.”

The formal process may be waived for any of the following reasons:

- Only one (1) reasonable or qualified source can be identified, including those furnished by a monopoly utility. The Purchasing Agent will make the final determination of single source purchases.
- Time is a critical factor.
- A formal process would result in substantially higher costs to the Town or Board of Education, or inefficient use of personnel, or cause substantial disruption of Town or Board of Education services.
- Tuition and other services as determined by Planning and Placement Team (PPT).
- Those exempted or determined by law.

The First Selectman or Superintendent may grant a waiver for any of the above-listed reasons. Upon granting such a waiver, the First Selectman or Superintendent must, in writing, state the reason(s) for granting such waiver and shall notify the Board of Selectmen or the Board of Education as applicable of such action by electronic means.

If within two business days following such notification two members or more of such board as applicable objects to the granting of such waiver then the waiver shall be suspended pending approval of the waiver by the full board. No bids shall be awarded pursuant to this process until two business days have elapsed.

A waiver for any reason other than those above requires the approval of the Board of Selectmen or the Board of Education as applicable. For a requesting department or school to obtain a waiver, a written waiver request including specific reasons for the waiver shall be provided to the First Selectman or Superintendent. The request must be signed by a department head, principal, or director. Upon receipt of the waiver request, the First Selectman or Superintendent will notify the requestor if the waiver has been granted.

SECTION G
PURCHASING IN EMERGENCY SITUATIONS
OR UNDER EXTRAORDINARY CONDITIONS

The formal process may be waived for any of the following reasons:

- In the opinion of the First Selectman or Superintendent or his/her designee, an emergency requires the purchase of goods or services to avoid injury or damage to human life or property.

- To meet a public emergency as determined and approved by the First Selectman.

Emergency situations shall be defined as situations in which:

- the operation of a department would be seriously hampered; or
- life, limb or property may be endangered; or
- the health or welfare of the general public is seriously threatened.

Extraordinary conditions shall be defined as conditions which:

- are not known until after an operation has commenced; or
- require unanticipated parts, equipment or materials to be obtained in order to complete the operation.

Under conditions enumerated above, the First Selectman/Superintendent or his/her designee, may authorize purchase of necessary goods and/or services. At the time of the purchase, the department or school will secure a sales ticket, delivery slip, or invoice for the material from the vendor.

Within the timeframe determined by the Purchasing Agent for the specific emergency or extraordinary condition, a Requisition will be prepared in the usual manner. The nature of the conditions necessitating such a purchase shall briefly be provided on the Requisition. The Chief Financial Officer will then formally issue the purchase order to the vendor which will be marked "Confirming Order - Do Not Reorder".

Purchases of this nature will be kept to an absolute minimum.

SECTION H
MANDATORY REVIEW OF PURCHASING POLICY

Beginning five years from final adoption of this policy and no less frequently than every five years thereafter, the Board of Selectmen, Board of Education, and Board of Finance shall form a “work group” consisting of two members of each of the boards and the CFO to review this policy and recommend modifications as needed.

Business/Non-Instructional Operations

Contracts

All contracts between the district and outside agencies shall conform to prescribed standards as required by law.

All contracts between the district and outside agencies shall be prepared under the supervision of the Superintendent or designee, and where appropriate, subject to approval of the legal adviser to the district.

Affirmative Action

The school district shall not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency or organization discriminates on the basis of race, color, religious creed, age, marital status, national origin, sex, sexual orientation, or physical handicap or disability, either in employment practices or in the provision of benefits or services to students or employees.

Legal Reference: Title VII, Civil Rights Act, 42 U.S.C. 2000e et seq. as amended by Title IX, Equal Employment Opportunity Act

Title IX of the Education Amendments of 1972; 42 U.S.C. 1134n et seq. (Higher Education Act)

Connecticut General Statutes

Regulation approved: February 13, 2001

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Business/Non-Instructional Operations

Emergency Expenditures

All emergency expenditures shall have the approval of the Superintendent of Schools and shall be reported to the Board of Education at its next regular meeting.

An emergency expenditure is one which has not been authorized in its current budget.

(cf. 3320 - Purchasing Procedures)

Policy adopted: February 13, 2001

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Business

Individuals with Disabilities Education Act Fiscal Compliance

The Colchester Board of Education will, in all respects, comply with the requirements of state and federal law with regard to special education fiscal compliance. Pursuant to the Individuals with Disabilities Education Act, 42 U.S.C. § 1400 *et. seq.* ("IDEA"), and its associated regulations, the Board shall specifically ensure compliance with the fiscal provisions of the IDEA, as they may be amended from time to time. The Superintendent or designee shall develop administrative regulations with regard to such fiscal compliance.

Legal References:

Individuals with Disabilities Education Act, 42 U.S.C. § 1400, *et seq.* (IDEA)
34 C.F.R. § 300.144
34 C.F.R. § 300.202(a)(3)
34 C.F.R. § 300.133(d)
34 C.F.R. § 300.172
34 C.F.R. § 300.205(d)
34 C.F.R. § 300.226(a)
34 C.F.R. § 300.209(b)
34 C.F.R. § 300.818, Appendix A

Policy adopted: June 14, 2011

Colchester Public Schools
Colchester, CT

Business

Administrative Regulations Concerning Individuals with Disabilities Education Act Fiscal Compliance

The Colchester Board of Education will, in all respects, comply with the requirements of state and federal law with regard to special education fiscal compliance. Pursuant to the Individuals with Disabilities Education Act, 42 U.S.C. § 1400 *et. seq.* ("IDEA"), and its associated regulations, the Board shall specifically ensure compliance with the fiscal provisions of the IDEA, as they may be amended from time to time.

1. Property, Equipment and Supplies

The Board, through the Director of Pupil Services and Special Education or designee, shall ensure that any property, equipment or supplies purchased with funds from an IDEA grant shall be purchased, used and maintained in accordance with such grant requirements. Among any other statutory or regulatory requirement, the Director of Pupil Services and Special Education or designee must ensure that:

A. All property, equipment and supplies purchased with IDEA grant funds are labeled as such, including equipment supplied to student with disabilities attending private schools at parental expense;

B. A labeling procedure is in place for all property, equipment and supplies purchased with IDEA grant funds;

C. All property, equipment and supplies purchased with IDEA grant funds are used for assistive technology, instructional or educational purposes;

D. Copies of purchase orders for property, equipment and supplies purchased with IDEA grant funds indicate the source of funding for such purchases;

E. A tracking procedure is in place for all property, equipment and supplies purchased with IDEA grant funding.

Any procedures mentioned above shall be developed and maintained by the Director of Pupil Services and Special Education or designee.

2. Supplanting

Funding provided to the Board through an IDEA grant must be used to supplement state, local and other federal funds, not to supplant those funds. The Board shall comply with all federal and state laws in this regard.

Business

Administrative Regulations Concerning Individuals with Disabilities Education Act Fiscal Compliance

3. Parentally Placed Private School Special Education Students - Expenditures

The Director of Pupil Services and Special Education or designee will maintain an ongoing census of all students with disabilities who are eligible for special education and related services and attend school within the geographical bounds of the district. Eligible students with disabilities who attend private schools within the geographical bounds of the district will receive services equal to a proportional share of the IDEA grant funds received annually by the district. The proportionate share shall be calculated on an annual basis in accordance with federal law, but no later than October 1st of any given year. Calculation of the proportionate share shall be the responsibility of the Director of Pupil Services and Special Education or designee.

The Director of Pupil Services and Special Education or designee shall meet annually with all private school representatives to consult on matters related to the distribution of funds under the IDEA. Documentation regarding annual meetings shall be maintained by the Director of Pupil Services and Special Education or designee.

The Director of Pupil Services and Special Education or designee shall annually maintain budgets with regard to the manner in which IDEA grant funds are expended for eligible parentally placed private school students with disabilities.

4. National Instructional Materials Accessibility Standard

The Board shall ensure compliance with the National Instructional Materials Accessibility Standard ("NIMAS"). In this regard, the Director of Pupil Services and Special Education or designee shall maintain procedures to inform all staff within the district how a blind and/or print disabled student shall be referred in order to receive materials from the National Instructional Materials Access Center ("NIMAC"). Such procedures shall include, but not be limited to, the following:

A. Initial referral to a Planning and Placement team ("PPT"), or if such child is already identified as having a disability under the IDEA, direct referral to the child's PPT;

B. Identification of the name of the district personnel who shall receive, and are responsible for, referrals for the receipt of materials from NIMAC; and

Business

Administrative Regulations Concerning Individuals with Disabilities Education Act Fiscal Compliance - National Instructional Materials Accessibility Standard - continued

C. The requirement that either (i) publishers prepare and, on or before delivery of the print instructional materials, provide to the NIMAC, electronic files containing the contents of the print instructional materials using the standards of the NIMAS; or (ii) instructional materials are purchased from the publisher are produced in, or may be rendered in, specialized formats.

5. Coordinated Early Intervening Services

Coordinated Early Intervening Services ("CEIS") may be used to support students in grades K-12 who are not currently identified as needing special education or related services, but who need additional academic or behavioral support to succeed in a general education environment. Up to 15% of IDEA grant funds may be used for CEIS. In this regard, the Director of Pupil Services and Special Education or designee shall maintain procedures to ensure that:

A. The funds used for CEIS are used only for the K-12 levels;

B. Students receiving CEIS are tracked directly over a three-year period to determine if, at any time during this period, these students should be referred for special education services; and

C. Documentation of funds spent on professional development are maintained, which documentation shall include the teachers who receive professional development for CEIS and the names of the students of those teachers who would have benefited from the teacher receiving the professional development.

6. Charter Schools

In compliance with federal law, the Board shall ensure that all eligible students with disabilities who attend charter schools that are part of the district receive special education services in the same manner as eligible students with disabilities who attend other district schools. Further, the Board shall ensure that IDEA grant funds are provided to charter schools within the district that serve eligible students with disabilities on the same basis as the district provides funds to other public schools within the district.

7. Excess Costs Calculation - Federal Requirement

The Board shall comply with federal law with regard to the calculation of excess cost. The Director of Pupil Services and Special Education or designee shall maintain documentation regarding the separate excess cost calculations for elementary and secondary school students, as well as the formulas used for each level of students.

Business

Administrative Regulations Concerning Individuals with Disabilities Education Act Fiscal Compliance

Legal References:

Individuals with Disabilities Education Act, 42 U.S.C. § 1400, *et seq.* (IDEA)
34 C.F.R. § 300.144
34 C.F.R. § 300.202(a)(3)
34 C.F.R. § 300.133(d)
34 C.F.R. § 300.172
34 C.F.R. § 300.205(d)
34 C.F.R. § 300.226(a)
34 C.F.R. § 300.209(b)
34 C.F.R. § 300.818, Appendix A

Regulation adopted: June 14, 2011

Colchester Public Schools
Colchester, CT

Business/Non-Instructional Operations

System of Accounts

School district records, bookkeeping, and accounting shall be directed by the Superintendent of Schools or his/her designee in accordance with statutory requirements, State Department of Education regulations, and requirements of the official auditor.

Reference: Financial Accounting for Local and State School Systems

Policy adopted: February 13, 2001

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Business/Non-Instructional Operations

Classification of Expenditures

Proposed expenditures shall be budgeted under, and actual expenditures shall be charged against those budget categories as recommended or required by the State of Connecticut.

Policy adopted: February 13, 2001

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Business/Non-Instructional Operations

Periodic Audit

An audit of all accounts of the school district shall be provided for by the municipality in conjunction with the audit of the municipality's accounts and shall be made annually by an independent public accountant selected by the Board of Education on recommendation of the Superintendent and approved by the Secretary of the Office of Policy and Management.

The audit shall include all funds of the school district including the student body and cafeteria funds and accounts, and any other funds under the control or jurisdiction of the Board of Education, pursuant to a joint powers agreement. The audit shall identify all expenditures by source of funds and shall contain (1) a statement that the audit was conducted pursuant to standards and procedures approved by the State of Connecticut and (2) a summary of audit exceptions and management recommendations.

The annual audit shall be placed on the agenda of the Board of Education at a regularly scheduled public meeting and shall be reviewed by the Board of Education.

Legal Reference: Connecticut General Statutes

7-392 Making of Audits

7-393 Working papers of accountant; presentation for inspection

10-260a Auditing of state grants for public education

Policy adopted: February 13, 2001

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Business/Non-Instructional Operations

Inventories

All school properties shall be inventoried annually prior to the close of the school year.

New acquisitions and disposals shall be entered immediately into inventory records.

Policy adopted: February 13, 2001

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Business/Non-Instructional Operations

Petty Cash Funds

Petty cash funds shall be established annually in the amount of $250.00 for the central administrative office. Such funds shall be used for the payment of properly itemized bills of nominal amounts and under conditions calling for immediate payment.

Allowances, responsibility, security and accounting of petty cash funds shall be in accordance with regulations of the Board.

Policy adopted: February 13, 2001

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

3453P

BUSINESS/NON-INSTRUCTIONAL OPERATIONS

SCHOOL ACTIVITY ACCOUNTS

The Superintendent or his/her designee may establish school activity accounts to handle any of the following: 1) the finances of that part of the cost for the school lunch program that is not provided by local appropriations; 2) such funds of schools and school organizations as the Superintendent or his/her designee may determine to be in the best interest of the school district (which funds may include amount received as gifts or donations).

The Superintendent designates the school principal to serve as treasurer of any school activity account. The treasurer shall keep line items for each individual school activity. The treasurer may expend monies from the school activity account only to the extent such expenses are clearly related to the stated purposes of the school activity. These designated expenditures are subject to any restrictions/regulations imposed by the Superintendent or his/her designee. The control of school activity accounts shall remain in the name of the respective schools and organizations.

The Chief Financial Officer will establish Cash Collection and Deposit Regulations which shall be followed by the office professional assigned by the principal to be responsible for the record keeping of the school activity account. School activity accounts shall be considered town accounts and shall be audited by the town auditor in the same manner as all other town accounts.

Legal Reference: Connecticut General Statutes

10-237 School activity funds.

POLICY ADOPTED: March 11, 2008
REVISED: May 13, 2019

NSC

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

3453R

BUSINESS/NON-INSTRUCTIONAL OPERATIONS

SCHOOL ACTIVITY ACCOUNTS

Cash Collection and Deposit Procedures

The following represents key steps to follow involving the receipt and deposit of checks/cash for School Activity and Pay to Play/Pay to Participate funds. A physical location must be designated away from all other activity in the office in order to perform these procedures uninterrupted and to properly safeguard the funds.

1) All checks must be endorsed "For deposit only" immediately upon receipt in the office.

2) If cash is received, the cash will be counted and recorded (as part of the list in #3) and then the cash count will be verified by a second individual. After the cash has been counted and confirmed, and recorded on the spreadsheet, it must be immediately secured in the school vault.

3) A comprehensive listing will be made of all payments received, checks and/or cash. This list will indicate the name of the student, the amount of the check and/or cash, and any information regarding what the payment is for. (If a check, note the check number as well. If cash, note that the payment was received in cash.) This list must be prepared immediately after all checks have been endorsed and any cash has been counted and verified.

4) Clear, readable copies must be made of all checks that have been received.

5) If the total amount of cash received in a single school day exceeds $100, it must be deposited on that same day. If the total amount of checks received in a single school day exceeds $500, all checks must be deposited on that same day. Multiple deposits should be made if necessary based upon the volume and amount of funds collected. All cash and checks MUST be deposited before weekends, holidays, or school vacations.

6) All funds received in the classroom must be delivered to the office on the same day as collected from the students. The checks/cash and any paperwork submitted with them must be placed in a separate sealed envelope, noting the teacher/classroom

name on the envelope. These envelopes must be handed directly to a designated individual in the office and not left on someone's desk or in someone's mailbox. The envelopes must be opened one at a time, following the steps outlined above to ensure that funds are properly recorded.

REGULATION ADOPTED: March 11, 2008
REVISED: May 13, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Business/Non-Instructional Operations

Operation and Maintenance of Plant

An effective educational program requires clean, healthful, safe, businesslike and attractive physical facilities. The maintenance and custodial staff is charged with the responsibility of caring for and protecting these facilities. In order to carry out an efficient maintenance program, the custodians must receive the cooperation of the students, the teachers and administrators.

Each custodian shall have a daily work schedule in order to accomplish his/her part of the overall task. Each custodian shall be given directions on how to perform the various duties assigned to him/her. The supervisor of maintenance shall supervise and check to ensure that all custodians are doing their share of the work to the best of their ability.

The Board directs the administration to maintain a long range plan of maintenance projects and to be informed annually of progress made.

Legal Reference: Connecticut General Statutes

10-203 Sanitation

Policy adopted: March 13, 2001

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Business and Non-Instructional Operations

Energy Conservation

It is the belief of the Colchester Board of Education that every effort should be made to keep energy use to a minimum while maintaining a comfortable environment which helps promote all goals of the Board especially the support of learning activities. Conservation of energy will be an integral part of all facilities use and design and will be a prime consideration when purchasing equipment that uses energy. Colchester Public Schools will employ a variety of energy conservation, recycling and other techniques to lessen the consumption of resources. The conservation of resources including energy is the responsibility of all employees of the Board and, through the education programs, the students attending Colchester Public Schools.

Energy Conservation Guidelines

It is crucial that these energy guidelines be observed in the operation of heating, ventilation and cooling (HVAC) equipment and general energy usage. The principal/administrator will be responsible for total energy usage of his/her building. The teachers will be responsible for implementing the guidelines during the time that she/he is present in the classroom. The Director of Facilities and Operations will appoint facility Energy Managers who will be responsible for the run times of the HVAC equipment. The facility energy managers will make available the data reflecting energy consumption to the district administration. The Director of Facilities and Operations will provide support for each building's energy conservation efforts.

Goals for District Energy Program

1. Conserve energy so that the instructional program and support services can be effectively delivered while conserving energy dollars.
2. Eliminate amounts of energy waste in our buildings while ensuring a comfortable and safe learning environment for all students and staff.
3. Educate every student and employee to contribute to energy efficiency in our District. Every person will be expected to be an "energy saver" as well as an "energy consumer".

Business and Non-Instructional Operations

Energy Conservation

Procedures for General Energy Usage

1. In order to maintain an environment that is conducive to the educational process, the classroom temperature targets will be in the following range:
   a. Between 75 and 78 degrees during the cooling season (for air conditioning)
   b. Between 68 and 72 degrees during the heating season (in heated areas)
   Note: If temperatures are outside these ranges, a report must be made to the Facility Management team.

2. Areas that are not occupied (even if left for a short period of time) will have lighting turned off. After the school day, custodians will use half lighting in the hallways where possible. Custodians will turn on lighting only in areas where they are working or for scheduled facility use.

3. Lights in all gymnasiums, cafeterias and auditoriums will be off unless the area is being utilized.

4. All outside lights should be turned off during daylight hours.

5. The exhaust fans in the rest rooms will be turned off during periods of time when buildings are unoccupied.

6. The office staff will turn off copy machines, laminating equipment, and other office machines each night.

7. Technology solutions will be utilized to ensure that all classroom printers and speakers are turned off during the period of time when the classroom is not in use. Computer hard drive (CPU units) will be left on to give the Technology Department time to install software upgrades, virus protection upgrades, and conduct preventative maintenance to the hard drive (defragmentation). These units will be controlled for energy savings by utilizing power management software.

8. Personal electrical appliances: Safe appliances approved by the head custodian/facility manager are permitted in designated common staff areas with the stipulation that during the winter, spring, and summer breaks the units are unplugged. Personal electrical appliances including microwaves, refrigerators, toaster ovens, coffee pots and hot plates are not permitted in the classrooms unless authorized by school administrators for unique circumstances.

9. Space heaters will be eliminated from all buildings Flat leg or foot warmers may be used in place of space heaters. These devices must be turned off at the end of the day.

10. Any area showing signs of mold will be reported to the maintenance department immediately.

Business and Non-Instructional Operations

Energy Conservation

Procedures for General Energy Usage (continued)

11. The Head Custodian at each school is responsible for operating the building in an unoccupied mode at the closing of each school day or scheduled facility use.

12. Windows are to remain closed when heating or air conditioning is operating. When there is a comfort issue that may be alleviated by opening the windows the Head Custodian shall be contacted to resolve the issue.

Procedures for Operating Heating Equipment

1. The thermostat controls shall be set between 68 and 72 degrees during occupied times in the heating season. The facility management must approve exceptions in advance.

2. Individual classroom and office doors will be closed when the heating equipment is in operation.

3. In the buildings with automatic temperature controls, the start time for the heating equipment should be set as late as possible while allowing time to heat the building to guideline temperature by the beginning of class.

4. In buildings with automatic temperature controls, the temperature will be set at 55 degrees (or appropriate set back temperature based on building history) at the close of the school day or scheduled facility use.

5. The facility management will require that the custodial staff checks for end-of-the-day shutdowns on Monday through Friday.

6. Domestic hot water systems will be set between 120 F or 140 F for cafeteria service (with dishwasher booster). Ensure all domestic hot water circulating pumps are off during unoccupied times.

7. During spring and fall when there is no threat of freezing, all hot water heating systems will be switched off during unoccupied times. Hot water systems will be switched off using the appropriate loop pumps.

8. If, on extremely cold nights, a 55 degree setback could cause coil freeze ups or not allow the building to heat to a comfortable level by the time students arrive, set the unoccupied temperature at a more appropriate setting.

Business and Non-Instructional Operations

Energy Conservation

Procedures for Operating Air Conditioning Equipment

1. When the temperature is such that cooling is needed at the beginning of the school day, the start time for air conditioning equipment will be set as late as possible while still allowing time to cool the building to guideline temperature settings.

2. Thermostat controls will be set between 75 and 78 degrees when air conditioning is in operation.

3. Refrain from turning excess lights on unless needed.

4. The air conditioning equipment will be turned off (or set back based on individual building history) at the approximate time the students leave school. It is anticipated that the temperature of the classroom will be maintained long enough to afford comfort for the period the teacher remains in the classroom after the students have left.

5. Under no circumstances will air conditioning be utilized in classrooms during the summer months unless the classrooms are occupied by students or staff. The facility management must approve exceptions.

6. Where cross-ventilation is available during periods of mild weather, shut down air conditioning equipment and control the temperature by opening windows and doors.

7. Close individual classroom and office doors when the air conditioning equipment is in operation.

8. In situations when the air conditioning is running in unoccupied areas (ex. floor wax will not dry due to high humidity, indoor air problems, etc...) outside make up air dampers will be placed in the fully closed position. These situations must have prior approval of the facility management.

9. Ensure that air conditioning systems operated from automatic temperature controls have outside air-dampers closed during unoccupied times.

10. For any 24-hour period the targeted relative humidity should not average greater than 60%.

Facility Use

1. When scheduling use of Board of Education buildings outside of the school day, consideration will be given to energy conservation.

2. Whenever possible, activities will be scheduled for the most energy efficient building.

Business and Non-Instructional Operations

Energy Conservation

Facility Use (continued)

3. Whenever possible, activities will be grouped into sections of the building so others can remain on unoccupied.

Equipment Purchasing

1. A primary consideration when purchasing any equipment is the amount of energy required to operate the equipment.

2. Consideration should be given to energy use over the useful life of the equipment.

3. When more that one type of equipment will perform the task required, the most energy efficient will be chosen.

Procedures for Water Conservation

1. All plumbing leaks are reported and repaired immediately.

2. When necessary, all watering of varsity athletic fields will be done between 5:00 am and 10:00 am.

Regulation adopted: December 8, 2009

Colchester Public Schools
Colchester, Connecticut

Business/Non-Instructional Operations

Equipment

Authorized Use of School-Owned Materials

No school equipment may be used for other than school purposes except when used in connection with another town agency or as requested by a local, state or federal governmental body. The Board of Education shall permit school equipment to be loaned to staff members when such use is directly or peripherally related to their employment and to students when the equipment is to be used in direct connection with their studies. Proper controls shall be established to assure the lender's responsibility for, and return of, all such equipment.

Policy adopted: March 13, 2001

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

3516.5P

BUSINESS/NON-INSTRUCTIONAL OPERATIONS

SEXUAL OFFENDERS ON SCHOOL PROPERTY

Definitions

For the purpose of this policy, a sexual offender is defined in Connecticut General Statutes §54- 250 through §54-261 and/or is required per these statutes to register on the state's sex offender registry. A parent/guardian sexual offender is an individual who meets this policy's definition of sexual offender and who has either parental or legal guardianship rights to a child attending a District school. A non-parent/non-guardian sexual offender is an individual who meets this policy's definition of sexual offender and who has no parental rights or legal guardianship rights to a child attending a district school.

School property includes all land within the perimeter of the school site and all school buildings, structures, facilities, computer networks and systems, and school vehicles, whether owned or leased by the school district, and the site of any school-sponsored activity.

Non-parent/Guardian Sexual Offenders

A non-parent sexual offender is prohibited from entering a District school except:

1. When he/she is a qualified voter and is entering school property solely for the purpose of casting his/her vote.

2. To attend an open meeting.

A non-parent sex offender who attempts to communicate electronically with a student while the student is on school property will be considered on school property without permission and will be in violation of this policy.

Parent/Guardian Sex Offenders

Parent/guardian sexual offenders are prohibited from entering school property except:

1. When he/she is a qualified voter and is entering school property solely for the purpose of casting his/her vote.

2. To attend an open meeting.

3. With the Superintendent's prior written approval in the following instances:

    a. To transport his/her own child to and/or from school.
    b. To attend a conference to discuss his/her student's progress, placement, or individual education plan (IEP).
    c. Under other circumstances on a case-by-case basis, as determined by the Superintendent.

A parent/guardian sex offender who attempts to communicate electronically with a student other than his/her child while the student is on school property will be considered on school property without permission and will be in violation of this policy.

Student Sex Offenders

The Superintendent or his/her designee shall determine the appropriate educational placement for student sex offenders except those identified as having a disability. When determining educational placement, the Superintendent or his/her designee shall consider such factors as the safety and health of the student population. The Superintendent or designee shall develop guidelines for managing each student sexual offender in District schools. If the Superintendent or designee determines that, in the best interest of District schools, the student sexual offender should be placed in an alternative educational setting, the District shall pay for the costs associated with this placement.

A PPT/IEP team shall determine the educational placement of a student sexual offender with a disability. The student with a disability is entitled to all the due process procedures available to a student with a disability under the Individuals with Disabilities Education Act. The PPT/IEP team shall develop procedures for managing each student

sexual offender with a disability that attends a District school. If the PPT/IEP team determines that the student sexual offender should be placed in an alternative educational setting, the District shall pay for the costs associated with this placement.

The Superintendent or his/her designee will inform the appropriate principal and other relevant District staff of the scope of the permission granted to each sexual offender.

Sexual offenders who receive permission to enter school property must immediately report to the individual or location designated in the Superintendent's or designee's written permission statement. The building Principal shall assign a chaperone to accompany the sexual offender while he/she is on district property. The only exceptions to these requirements are when the Superintendent grants permission to a parent/guardian sex offender to transport his/her child and when a student sex offender receives permission to attend a District school in which case the guidelines developed for this individual shall apply.

The Superintendent shall use the Connecticut sex offender registry law, in conjunction with policy #3516.4, to establish a system for identifying sexual offenders and will inform known sexual offenders of this policy. Lack of notification does not excuse sexual offenders from abiding by the requirements and prohibitions in this policy.

The Superintendent will contact law enforcement anytime a sexual offender violates this policy and will immediately revoke any privileges granted to the sexual offender under this policy.

Parents/guardian who are registered sex offenders shall receive a copy of this policy via registered mail.

(cf. 1110.1-Parent Involvement)
(cf. 1212-School Volunteers)
(cf. 1250-Visits to Schools)
(cf. 1251-Loitering or Causing Disturbance)
(cf. 1411-Relations with Law Enforcement Agencies)
(cf. 3516-Safety)
(cf. 3516.4-Sex Offender Notification)
(cf. 3517-Security of Buildings and Grounds)
(cf. 3517.1-Site and Building Access)

Legal Reference: Connecticut General Statutes

54-250 through 54-261 Registration of Sexual Offenders.

PA 07-143: An Act Concerning Jessica's Law and Consensual Sexual Activity Between Adolescents Close in Age to Each Other.

PA 07-4, June 07 Special Session: An Act Concerning the Provisions of the Budget Concerning Education.

United States Code, Title 42 14071 Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Program Act.

POLICY ADOPTED: June 4, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Business/Non-Instructional Operations

Security of Buildings and Grounds

Buildings constitute one of the greatest investments of the school system. It is in the best interest of students and taxpayers to protect that investment adequately.

Security means more than having locks and being sure that they are locked at the proper times. The Superintendent of Schools is directed to establish such rules and regulations as may be needed to provide for security in the sense outlined below:

1. Minimizing fire hazards.
2. Reducing the probability of faulty equipment.
3. Guarding against the chance of electrical shock.
4. Keeping records and funds in a safe place.
5. Protecting against vandalism and burglary.

Legal Reference: Connecticut General Statutes

19-381 Fastening of doors in schoolhouses

29-389 Stairways and fire escapes on certain buildings.

Policy adopted: March 13, 2001

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

3520.14P

BUSINESS/NON-INSTRUCTIONAL OPERATIONS

DATA-BASED INFORMATION AND MANAGEMENT SYSTEMS: CYBERSECURITY

This document defines the computer security policy for the District's computer systems. The District's computing environment is defined as all computer equipment and related software owned and used by the District. All data in the computer systems of the District shall be considered District assets. Data will be handled as confidential information. Any use of this information shall relate only to authorized District use. This policy applies to all District employees, students, District contractors, school Board members, organizations and individuals accessing the District's systems. Violation of this policy may be grounds for suspension and termination of employment or student disciplinary action.

The District's computer network environment is provided for students and staff to access, organize, create, and communicate information in accordance with the District's vision and mission statement. Individual users of the District computers and networks are responsible and accountable for abiding by this policy.

The Board directs the Superintendent or his/her designee to develop regulations for user responsibilities when using the District's information resources and to provide guidelines that will ensure the appropriate safeguarding of the confidentiality, integrity, and availability of physical assets and information stored, processed, or transmitted electronically. It is recommended that this regulation undergo annual review to ensure that it reflects applicable current laws and regulations.

The Board also directs the Superintendent or his/her designee to develop and maintain an updated cybersecurity incident-response plan. Such plan may contain the following elements:

- Development of a cyber-risk registry;
- Identification of top organization cyber risks;
- Development of an incident-response and breach notification plan;

- Identification of law enforcement agencies and other local and national partners;
- Development of a data classification scheme for both employees and students;
- Development of a cybersecurity awareness and training program;
- Creation of measures to effectively track security; and
- Reference to applicable District policies.

The Superintendent or his/her designee shall be responsible for ensuring the District has the necessary components in place to meet the District's needs for information technology security.

The District may consider retaining expert outside consultants, including legal counsel, to conduct annual/periodic evaluations of the District's security risk management program, with findings shared with the Board.

The District's computer security systems shall not be circumvented or subverted in any manner, and any unauthorized duplication of copyrighted or District computer software, hardware, procedure manuals or other materials is prohibited.

Violation of this policy shall be grounds for suspension and/or termination of employment or student disciplinary action in accordance with applicable policies.

(cf. 3520 – Data Processing Services)
(cf. 3520.1 – Information Security Breach and Notification)
(cf. 3520.11 – Electronic Information Security)
(cf. 3520.12 – Data-Based Information Management System Confidentiality Policy)
(cf. 3520.13 – Student Data Protection and Privacy/Cloud-Based Issues)
(cf. 5125 – Student Records)
(cf. 5145.15 – Directory Information)
(cf. 6162.51 – Surveys of Students/Student Privacy)

Legal Reference: Connecticut General Statutes
1-19(b)(11) Access to public records. Exempt records.
7-109 Destruction of documents.
10-15b Access of parent or guardians to student's records.
10-209 Records not to be public.
10-234aa Definitions.
10-234bb Contracts between boards of education and contractors re student data. Requirements. (as amended by PA 18-125)

10-234cc Requirements for operators re student data.
10-234dd Duties re unauthorized release, disclosure or acquisition of student data. (as amended by PA 18-125)
11-8a Retention, destruction and transfer of documents.
11-8b Transfer or disposal of public records. State Library Board to adopt regulations.
36a-701b Breach of Security re computerized data containing personal information. Notice of breach. Provision of identity theft prevention services and identity theft mitigation services. Delay for criminal investigation. Means of notice. Unfair trade practice.
46b-56(e) Access to Records of Minors.
Connecticut Public Records Administration Schedule V - Disposition of Education Records. (Revised 1983).
P.A. 16-189 An Act Concerning Student Privacy.
PA 17-200 An Act Making Revisions to the Student Data Privacy Act of 2016.
PA 18-125 An Act Concerning Revisions to the Student Data Privacy Act.
Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.
Dept. of Educ, 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. Provisions Act (20 U.S.C. 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96.
Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. § 1232g (2014)
Children's Online Privacy Protection Act (COPPA) 15 U.S.C. §§6501 *et seq.* (2014)

POLICY ADOPTED: MAY 13, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

3520.14R

BUSINESS/NON-INSTRUCTIONAL OPERATIONS

ADMINISTRATIVE REGULATIONS REGARDING DATA-BASWD INFORMATION AND MANAGEMENT SYSTEMS: CYBERSECURITY

The District needs to take a variety of actions to prevent, protect from, mitigate the effects of, respond to, and recover from the cyber threats identified in this regulation. Therefore, the Board believes the following are integral parts of a proactive cybersecurity plan:

1. Students, teachers and staff, prior to accessing District networks or systems need to be aware of the policies regarding their use, incorporated in applicable student and staff acceptable use policies.

2. Technology staff shall be aware of local, state, and federal statutes and regulations about information security, privacy and storage of personally identifiable information.

3. All data shall be stored securely to comply with the Family Educational Rights and Privacy Act (FERPA).

4. The District shall regularly back up its data in case of accidental or deliberate corruption or destruction of data. Backups should be maintained in a different location. Also storage of backups off-site should be considered.

5. Firewalls shall be created and an approved list of individuals who have access to district networks and systems shall be maintained.

6. District networks shall be monitored continually to assess the risk from cyber threats.

7. The purchase of cyber insurance for the District shall be considered and contractors shall be required to purchase it as well. (Such insurance can help

pay for legal fees, credit monitoring for those impacted by a data breach, financial losses and other services.)

8. Notification of law enforcement shall occur after any incident, in addition to any individuals whose personal information may have been compromised.

9. Training and awareness programs shall be provided to staff, including but not limited to, good password practices, role-based access to information, safe practices, identification of threats, proper response to threats. (or: Require comprehensive annual training for teachers pertaining to cybersecurity policies and best practices.)

10. District vendors shall be required to maintain adequate security measures to protect student data in compliance with state and federal statutes and district policy.

11. A cybersecurity curriculum, which includes practical examples of how security incidents could affect the schools and impact students directly, shall be implemented. Content should include practical scenarios relevant to all staff and students.

12. A community forum shall be held annually/periodically to educate and gather input from parents/guardians about the District's cybersecurity program, addressing protections of networks, student data, and systems.

Definitions

The most common types of online threats include the following;

"Spoofing or Phishing" is a form of cyberattack and is the practice of sending legitimate-seeming emails to entice users to reveal personal information or click on links that install malicious software. Spoofing refers to the dissemination of an email that is forged to appear as though it was sent by someone other than the actual source. Phishing is the act of sending an email falsely claiming to be a legitimate organization in an attempt to deceive the recipient into divulging sensitive information (passwords, credit card numbers, bank account information).

- *Deceptive phishing* are emails from legitimate-seeming companies asking the individual to verify his/her account and to enter personal details.
- *Spear phishing* is a more targeted form of phishing and typically involves sending an email that appears to come from a colleague or acquaintance. It contains an individual's personal information, such as position, name etc. to make the email appear more legitimate.
- *Superintendent Fraud* uses an email similar to the Superintendent's to get the recipient to send proprietary information.

"*DDoS or Denial of Service"* is a distributed denial-of-service attack that occurs when multiple systems flood the bandwidth or resources of district servers. It occurs when a server is deliberately overloaded with requests such that the Website shuts down preventing access to the Website by users.

"Data Breach" is the release of secure confidential information from a secure to an insecure environment that are then copied, transmitted, viewed, stolen or used in an unauthorized manner. Data breaches often occur with confidential information such as student records that may be inappropriately viewed or used by an individual who should not have access to the information.
"*Malware/Scareware"* Malware is illicit software that damages or disables computers or computer systems. Scareware is similar to malware and uses social engineering to cause fear or anxiety so that a user buys unwanted or unneeded software such as antivirus software.

"Ransomware" is a type of malicious software that encrypts the District's data and requires a ransom to be paid, typically in virtual currency such as Bitcoin, in order to regain access to the data. The threat of releasing the data is also sometimes made unless a ransom is paid. This threat may escalate to threatening emails sent to parents and students with ransom being demanded from the schools.

"Unpatched or Outdated Software Vulnerabilities" is when unpatched or outdated software has not been updated to include the latest software updates which then allows unauthorized users to gain access to information networks and systems.

"*Removable Media"* are media devices that can be connected to computers, such as thumb drives, CDs, DVDs, and external hard drives. These can be easily stolen or corrupted devices can be intentionally or unwillingly connected to computers. Once opened, files from the device can then infect the computer with malware.

General Guidelines

1. Systems access shall only be given to verified District employees, students, contractors, parents/guardians, business partners, and other District authorized users who have acknowledged the District's acceptable use policy.
2. The use of District owned Information Technology (IT) equipment and resources subjects the user to applicable District policies.
3. No student, staff member, or patron shall have access to the system or use of the system without having a signed "acceptable use" form on file with the district. (or who have been made aware of the "Acceptable Use" policy. Students under the age of 18 must have the approval of a parent/guardian. This provision applies to access or use by either a District or personally owned computer.
4. System users are required to change passwords the first time the account is accessed and every 90 days thereafter.
5. Directors, managers, and principals shall approve the appropriate level of system access for each employee for whom they have responsibility for.
6. System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are responsible for all activity under their account. There is no reasonable expectation of personal privacy in the use of account files. Such files are district property and are subject to review and monitoring to ensure the responsible use of electronic files consistent with the terms of this policy.
7. Employee system access shall be electronically removed upon the employee's employment separation from the District.
8. All requests for system access will be made to the appropriate administrator or teacher.
9. Users may be responsible for any losses sustained by the District or its affiliates, resulting from the account users' intentional misuse of the accounts.
10. Each computer connected to the internet through the District's network will include technology protection measures that filter or block access to material that is obscene, pornographic or harmful to minors as those terms are defined by law.

Prohibited activity includes but is not limited to:

1. Attempting to modify, install, remove or destroy computer equipment, software, or peripherals without proper authorization. This includes installing any non-work related software on District-owned equipment.
2. Use of computers and user IDs for which there is no authorization, or use of user IDs for purpose(s) outside of those for which they have been issued.
3. Disclosing or removing proprietary information, software, printed output or magnetic media without the explicit permission of the District.
4. Computer security systems shall not be circumvented or subverted in any manner. Any unauthorized duplication/redistribution of copyrighted or district computer software, hardware, reports, procedure manuals or other materials is prohibited without proper recorded authorization.
5. Use of the network system shall not serve to disrupt the operation of the system by others; system components including hardware, software, property or facilities shall not be destroyed, modified or abused in any way. Examples include: tampering or altering security codes or passwords, hacking, introduction of viruses, altering, dismantling or disfiguring any file data, including without limitation student data, district, school or staff files, and downloading information or messages without authority.
6. Malicious use of the system to develop programs that harass other users, to gain unauthorized access to any computer or computing system, and/or to damage the components of a computer or computing system is prohibited.
7. Users shall not gain or seek information, obtain copies of or modify files or passwords or any other means, to gain unauthorized access to District systems and information.
8. Using any District computer to pursue hacking, internal or external to the District, or attempting to access information that is protected by privacy laws.
9. Accessing, transmitting or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting any computer system performance.
10. Uses that jeopardize access or lead to unauthorized access into accounts or other computer networks are unacceptable.
11. Intentionally altering, damaging, destroying, or modifying any computer network, computer property, computer system, program, or software.
12. Activity prohibited under other district policies concerning staff and student use of computers and electronic communications.

District Rights

The District reserves the right to:

1. Review and monitor, as appropriate, all activity on the network for responsible use consistent with the terms of District policy and administrative regulations.
2. Remove a user's access to the network, with or without notice, at any time the District determines that the user is engaged in unauthorized activity or violating District policy. In addition, further disciplinary or corrective action(s) may be imposed for violations of this and other applicable District policies up to and including termination of employment for staff or appropriate disciplinary sanctions for students.
3. Cooperate fully with law enforcement investigation concerning or relating to any suspected or alleged inappropriate activities on the network or any other electronic media.
4. Disciplinary action, if any, for the students, staff, and other users shall be consistent with the District's policies and procedures. Violations of District policies may be cause for revocation of access privileges, suspension of access to District electronic equipment, other employee or school disciplinary action and/or other appropriate legal or criminal action, including restitution.

The District is not responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of the accounts.

REGULATION ADOPTED: May 13, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Business/Non-Instructional Operations

Insurance

The insurance coverage of the school system should provide the broadest, most complete coverage available, but should be secured at the most economical cost consistent with sound insurance principles. Since good service is vital to an effective insurance program, the insurance agent who is awarded any part of the District's insurance business must be able to provide prompt and efficient service.

The Board of Education shall provide insurance coverage of buildings and capital equipment against loss of not less than eighty percent (80%) of replacement cost.

The Superintendent may, at his/her discretion, create an insurance advisory panel to assist in developing criteria for designing the insurance program for the district, and to develop criteria for selection of an agent (broker of record) or agents.

Legal Reference: Connecticut General Statutes
10-220 Duties of boards of education
10-235 Indemnification of teachers, board members and employees in damage suits; expenses of litigation
10-236 Liability insurance
10-236a Indemnification of educational personnel assaulted in the line of duty
14-29 Insurance or bond of public service motor vehicle and service bus owners
52-557 Injury to children being transported to school

Policy adopted: March 13, 2001

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Business/Non-Instructional Operations

Employee Bonds

All school district employees who handle funds shall be covered for $100,000 under a blanket fidelity bond purchased by the Board of Education.

Policy adopted: March 13, 2001

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

3541P

BUSINESS/NON-INSTRUCTIONAL OPERATIONS

TRANSPORTATION

The Board of Education will provide transportation to all qualified children of school age which is reasonable and desirable, under provision of state law and regulations.

The Superintendent of Schools shall administer the operation so as to:

1. Provide for maximum safety of students.
2. Supplement and reinforce desirable student behavior patterns.
3. Assist disabled students appropriately.
4. Enrich the instructional program through carefully planned field trips as recommended by the staff.

Transportation by private carrier may be provided whenever such practice is more economical than using school-district owned facilities. Parents may be reimbursed for transportation of eligible students whenever such practice is more economical or convenient.

Legal Reference: Connecticut General Statutes

10-186 Duties of towns and regional Boards of Education.
10-220 Duties of Boards of Education.
14-275a Use of standard school bus required, when.
14-275b Transportation of handicapped students.
14-275c Regulations re school buses and motor vehicles used to transport special education students.
14-276a(c) Town/school district may require its school bus operators to have completed a safety training course.
14-280 Letters and signals to be concealed when not used in transporting children. Sign on other vehicles.

POLICY ADOPTED: March 13, 2001
POLICY REVISED: April 9, 2019

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COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Series 3000
Business

TRANSPORTATION: BUS DRIVERS'S DUTIES POLICY

The driver shall be responsible for:

1. The safety of all students while they are on or about the bus.

2. Reporting violations of any rules and regulations concerning student conduct on or about the bus.

3. Maintaining order among the students in his/her charge.

The Board of Education shall delegate responsibility for approving all bus drivers to the Superintendent of Schools, his/her designee, or the Transportation Contractor and he/she shall insure that each bus driver is in all respects qualified to drive a school bus.

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education 14-44 Special license for public service motor vehicle and service bus operators. Appeals. Fines. Exception [re licensing and age (70 and over)] (amended by P.A. 83-340)

14-275c Regulations re school buses and motor vehicles used to transport special education students [re licensing and age (70 and over) (amended by P.A. 83-340)

14-276 Licensing of school bus operators. Names of suspended or revoked licensees furnished-upon request (re licensing and age (70 and over) (amended by P.A. 83-340)

ADOPTED: April 10, 2001
REVISED: May 8, 2018 **(Replaces 3541.22)**

Colchester Public Schools

Series 3000
Business

TRANSPORTATION: PROCEDURES FOR BUS SAFETY POLICY

The Board of Education establishes the following procedures in order to maintain safe school transportation. The Board will, through the Superintendent of Schools, his/her designee, or Transportation Contractor:

1. Approve each driver of a bus.

2. Require of each bus driver a physical examination before the opening of school each September and fulfillment of requirements pertaining to alcohol and drug testing.

3. Approve all alternate bus drivers before they are permitted to drive a school bus.

Legal Reference: Connecticut General Statutes

14-276a Regulations re school bus operators; qualifications; training

14-282a Inspection districts for school buses

ADOPTED: April 10, 2001
REVISED: May 8, 2018 **(Replaces 3541.35)**

Business/Non-Instructional Operations

Transportation

Routes, Stops, and Services

The Board of Education is legally responsible for providing transportation accommodations to resident children. Transportation shall be furnished without charge in accordance with state laws.

Students shall be provided with safe transportation to and from their assigned pick-up/drop-off points and their schools.

The Superintendent or his/her designee is responsible for planning and approving bus routes, bus stops, and schedules, including all changes throughout the year, and for arranging special education transportation for students as required.

Bus routes shall be published annually a minimum of two weeks prior to the first day of school. Parents/guardians shall be notified in writing at least one week in advance of changes to their bus route that may occur throughout the school year, except in cases of emergencies involving student safety.

School bus rated seating capacity shall not be exceeded.

Buses shall stop only at stops designated within the published bus route or as changes by the Superintendent or his/her designee.

Bus drivers shall refuse transportation to any student that is not assigned to his/her bus as a regular passenger unless presented with a bus pass from the school office.

Transportation will not be provided to out-of-town schools except as required by statutes.

Students in Kindergarten through second grade must have a parent or other responsible adult present at the bus stop in order for the child(ren) to be left off the bus. If there is no adult present the student will be brought back to school for pick up.

Definitions

1. "Bus stop" means a geographical location designated by the School Administration where pupils can safely wait for purposes of boarding or disembarking a school bus.

2. "Grade K" means kindergarten, or a school program appropriate to a beginning student.

3. "One mile walking distance" means a reasonable measurement of a route to be traversed extending from the point of measurement at least 5,280 feet, but not more than 5,380 feet.

4. "Student" means any individual of school age enrolled in a public or nonprofit private school located within the Colchester School District.

Business/Non-Instructional Operations

Transportation

Definitions - continued

5. "Raised walk area or sidewalk" means a portion of the landscaped right of way at least three feet wide, usually parallel to the traffic lanes which may be paved or unpaved, distinguished by some elevation above the street pavement level and marked by curbing, drainage ditch, grass area, or fencing; apart from and independent of any white line safety markings along the street pavement.

6. "School transportation" means the procedure, program, or fully effective and implemented plan by which a student is conveyed to or from school from home or the bus stop at public expense, whether by use of publicly owned equipment or by contract. Such transportation shall be over public roads approved by the applicable municipality or private roads approved pursuant to Section 10-220c of the Connecticut General Statutes.

7. "Walking distance" means the linear measure of a prescribed or authorized pedestrian route between the student's residence and his/her school from a point at the curb or edge of a public road or highway nearest the student's residence to the nearest allowable access of the school, or the bus pickup area; or the route from the point on the public thoroughfare nearest the residence to the school bus embarkation point established by the Board of Education.

8. "Hazard" means a thing or condition, as prescribed in these guidelines, affecting the safety of students walking to and from school or the bus stop.

Maximum Walking Distances

1. The maximum walking distance from home or daycare to a prescribed bus stop/point of embarkation is as follows:
   a. For all students enrolled in K-5, driveway to driveway.
   b. For all students enrolled in Grades 6-8, three tenths of a mile.
   c. For all students enrolled in Grades 9-12, three tenths of a mile.
2. The maximum walking distance from home or daycare to the nearest allowable school entrance is as follows:
   a. For all students enrolled in K-5, one tenth of a mile.
   b. For all students enrolled in grades 6-8, three tenths of a mile.
   c. Students enrolled in grades 9-12, three tenths of a mile.

Hazardous Conditions

1. A street or road having an adjacent or parallel sidewalk or raised walk area shall be deemed hazardous when any one of the following conditions exists:
   a. For students under age ten, or enrolled in grades K through 5, absence of pedestrian crossing light or crossing guard where three or more streets intersect, and at street crossings where there are no stop signs or crossing guards and the traffic count during the time that students are walking to or from school exceeds sixty vehicles per hour at the intersection;
   b. For students over age ten, or enrolled in grades 6 through 12, the absence of a traffic light or stop signs or crossing guard where three or more streets intersect or has a traffic count which exceeds ninety vehicles per hour during the time that students are walking to or from school;

Business/Non-Instructional Operations

Transportation

Hazardous Conditions - continued

c. For all students, any street, road or highway with speed limits in excess of forty miles per hour which do not have pedestrian crossing lights or crossing guards or other safety provisions at points where students must cross when going to or from school or the bus stop;
d. For all students, the usual or frequent presence of any nuisance such as open manholes, construction, snow plowed or piled on the walk area making walkways unusable, loading zones where delivery trucks are permitted to park on walkways, commercial entrances and exits where cars are crossing walking areas at speeds in excess of five miles per hour, and the like, including such nuisance which is hazardous or attractive to children.

2. Any street, road or highway that has no sidewalks or raised walk areas shall be deemed hazardous if any one of the following conditions exists:
a. For students enrolled in grades K through 5, any street, road or highway possessing a traffic count of sixty or more vehicle per hour at the time that students are walking to or from school or bus stop;
b. For all students, the presence of man-made hazards including attractive nuisances, as stated in number 3 above;
c. For all students, any roadway available to vehicles that does not have a minimum width of twenty-two feet;
d. For all students, any roadway available to vehicles when plowed free of snow accumulations, does not have a minimum width of twenty feet; and
e. For students enrolled in grades K through 5, any street, road or highway possessing a speed limit in excess of thirty miles per hour.

3. Any street, road or highway which has no sidewalks or raised walk areas shall be deemed hazardous when the line-of-sight visibility together with posted speed limits do not permit vehicular braking/stopping in accordance with the Connecticut Department of Motor Vehicles, Connecticut Department of Transportation or other reasonable standard.

4. A lake, pond, stream, culvert, waterway or bridge shall be deemed a hazard in the absence of a fence or other suitable barrier fixed between the student and the water for students in grades K through 5.

5. Any area adjacent to a roadway, walkway, sidewalk or bridge having a drop of three or more feet per four feet of travel length on either side of the established lanes, the absence of a fence or other suitable barrier shall be deemed hazardous for students in grades K through 5.

6. Walking to the bus stop at any time prior to forty-five minutes before sunrise or any time one half hour after sunset shall be deemed hazardous for students in grades 6 through 12.

7. These guidelines are applicable to private roads approved for passage of school transportation vehicles in accordance with Section 10-220c of the Connecticut General Statutes.

8. Exception: The Board of Education may grant an exception to any provision of these guidelines wherein a peculiar condition or combination of conditions renders such condition(s) a hazard based upon reasonable judgment.

Business/Non-Instructional Operations

Transportation

Transportation to and/or from other than a pupil's home address

Bus transportation shall be provided to and from the assigned bus stop. All students who are transported shall ride to and from school on buses to which they are assigned. Transportation is not provided for recreational, social, or non-school sponsored after-school activities. Exceptions may be made by school administration only for consistent daycare needs or student employment provided that:

- The child is picked up from the same location every day, Monday through Friday and is dropped off at the same location every day, Monday through Friday. The two locations do not have to be the same.
- A waiver is obtained from the District Transportation Coordinator. This waiver will allow two consistent bus stops solely for daycare due to parent/guardians' employment or continuing education. Students will not be assigned to more than a total of two buses. Verification of employment or course enrollment will be required upon request by the District Transportation Coordinator. Waivers will be valid for one school year providing that all requirements are continuously met. Waivers will be granted by the District Transportation Coordinator not to exceed bus capacity.

  FOR EXAMPLE: A student may take the bus from home in the mornings on Monday, Wednesday, and Friday and go to his/her daycare provider those afternoons. On Tuesday and Thursday mornings that same student may be picked up from the <u>same</u> daycare provider and take the bus home those afternoons. This schedule shall be adhered to throughout the school year.

- The parent/guardian submits a "District Transportation Form" or a "Student Employment Transportation Form" to the school administration annually.
- The parent/guardian notifies the school administration of permanent changes in the consistent daycare or student employment, at least twenty-four hours in advance of the change.

Transportation issues resulting from unanticipated family emergencies shall be handled by the school administration and/or the District's Transportation Coordinator on a case-by-case basis.

Special Needs Transportation

In the event that a student's physician identifies a special transportation need, the following guidelines must be met:

- Parent/guardian must obtain a written request from the child's physician indicating that special needs transportation is required and the duration of the special transportation.
- This request for special needs transportation will be forwarded to the Department of Pupil Services & Special Education for approval and implementation.

Business/Non-Instructional Operations

Transportation

Legal Reference: Connecticut General Statutes

10-186 Duties of local and regional boards of education regarding school attendance. Hearings, Appeals to state board. Establishment of hearing board.
10-187 Appeal from finding of hearing board.
10-220 Duties of boards of education.
10-220c Transportation of children over private roads. Immunity from liability.
10-221 Development of policy for reporting complaints regarding school transportation safety. Reporting of accidents at school bus stops.
10-273a et seq. Reimbursement for transportation to and from elementary and Secondary schools.
10-280a Transportation for pupils in non-profit private schools outside school districts.
10-281 Transportation for pupils in non-profit private schools within school districts.
Chapter 248 Vehicle Highway Use.
14-275a Use of standard school bus required, when.
14-275b Transportation of handicapped students.
14-275c Regulations regarding school buses and motor vehicles used to transport special education students.
14-280 Letters and signals to be concealed when not used in transporting children. Signs on other vehicles.

Policy adopted: April 10, 2001
Policy revised: May 15, 2007
Policy revised: June 19, 2007
Policy revised: October 12, 2010

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools Transportation Form for the 2019-2020 School Year

***Attention Parents/Guardians of Grades 3, 4 & 5 students, please read below:**
I consent to allow my student to be dropped off unattended. (check yes or no): ___ yes ___ no

Office Use Only:
AM: ___ AMW: ___
PM: ___ PMW: ___

Colchester Public Schools Policy: Students in Grades K – 2 must have a parent/adult present at the bus stop in order to be let off the bus.

Name of Student: _____ Grade: _____ Date: _____

Home Address: _____ Phone: _____

PRIMARY BUS: This is the primary location where the student will be picked up and dropped off

MORNING:

☐Every day or select days: ☐Monday ☐Tuesday ☐Wednesday ☐Thursday ☐Friday

Name of Location: _____ Phone #: _____

Location Address (if different from home address): _____

AFTERNOON:

☐Every day or select days: ☐Monday ☐Tuesday ☐Wednesday ☐Thursday ☐Friday

Name of Location: _____ Phone #: _____

Location Address (if different from home address): _____

SECONDARY (Daycare) BUS: Only fill out this info if your student travels to a secondary location.

MORNING:

☐Every day or select days: ☐Monday ☐Tuesday ☐Wednesday ☐Thursday ☐Friday

Name of Location: _____ Phone _____

Location Address: _____

AFTERNOON:

☐Every day or select days: ☐Monday ☐Tuesday ☐Wednesday ☐Thursday ☐Friday

Name of Location: _____ Phone_____

Location Address: _____

PARENT/GUARDIAN TRANSPORT: If you will be transporting your student to and/or from school on specific days on a PERMANENT basis, please check applicable days below.

AM Drop off: ☐Every day or select days: ☐Monday ☐Tuesday ☐Wednesday ☐Thursday ☐Friday

PM Pick up: ☐Every day or select days: ☐Monday ☐Tuesday ☐Wednesday ☐Thursday ☐Friday

Please list all people by name who will be picking up your student (including yourself):

_____

_____

This form will allow **two** consistent bus stops solely for daycare due to parent/guardians' employment or continuing education. **Students will not be assigned to more than a total of two buses.** Transportation forms will be valid for one school year providing that all requirements are continuously met.

I have read the guidelines regarding Daycare Transportation and agree to follow the policy:

Parent/Guardian Signature:_____Date: _____**Effective date:** _____

Office Use Only:
Received by: _____ ____ Approved ____ Denied ___ Sent to Director of Educational Operations ____ Sent to Bus Company
Revised AT 08 28/19

Colchester Public Schools
Student Employment Transportation Form

This form must be completed if your child needs transportation to a place of employment.

Student Name: _____ Grade: _____

Address: _____

Phone Number: _____

Employer Information

Name of Company: _____

Address of Company: _____

Phone Number: _____

Please check the days that employment transportation will be needed.

☐Monday ☐Tuesday ☐Wednesday ☐Thursday ☐Friday

This form needs to filled out and sent to the Transportation Coordinator. Transportation to an employer needs to be on a consistent basis. Please allow 24 hours for bus changes to become effective. Should the employment status change at any time please notify the Transportation Coordinator immediately.

I have read the Employment Guidelines, listed above, and agree to follow the school policies regarding bus changes.

_____	_____	_____
Parent/Guardian Signature	**Student's Signature**	**Date**

For Office Use Only

Primary Bus # _____ Bus# to employer _____

Approved by: _____ Date: _____

Please send to:
Transportation Coordinator
127 Norwich Ave
Suite 202
Colchester, CT 06415
P: (860)537-7269 F: (860)537-1252

Revised: October 12, 2010

Business & Non-Instructional Operations

Transportation

Transportation Equipment

All bus contractors are responsible for ensuring that all motor vehicles used on behalf of the Colchester School District shall comply with all current state statutes and regulations, as well as any requirements of the Board of Education. Those records shall be made available to the Colchester Public Schools upon request.

Legal Reference: **Connecticut General Statutes**

14-101 Turn signals
14-257 Crowded seats; riders on outside of vehicle. Aisle seats.
14-262 Width and length of vehicles.
14-273 Operation of public service motor vehicles.
14-274 Hours of operation of public service and commercial motor vehicles.
14-275 Equipment and color of school buses.
14-275a Use of standard school bus, required when.
14-275c Regulations regarding school buses and motor vehicles used to transport special education students.
14-280 Letters and signals to be concealed when not used in

Policy adopted: March 13, 2001
Policy revised: May 15, 2007

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

3541.44P

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

TRANSPORTATION OF STUDENTS BY SCHOOL EMPLOYEES

The Board of Education prohibits employees from transporting students in employee's personal vehicles. The following requirements shall be observed when employees are transporting students for a school related activity;

1. The employee must have the DMV required Public Passenger Endorsement on their license: the "A" endorsement is required prior to operating a student transportation vehicle used in connection with school sponsored events and activities, but not used to transport students to and from school. Applicants or holders of a public passenger endorsement must have an acceptable driving record; or other legal authority to transport students; and

2. The employee must use a district or town owned vehicle to transport students for all off-campus trips. Approval of these trips must be obtained in writing in advance from the superintendent and/or designee.

Ref. 6253P Field Trips
3541.44 Transportation Equipment-Privately Owned Vehicles

Policy adopted: March 13, 2001
Policy revised: May 15, 2007
Policy revised: April 17, 2012
Policy revised: August 13, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

3541.5P

BUSINESS/NON-INSTRUCTIONAL OPERATIONS

TRANSPORTATION REQUESTS AND COMPLAINTS

All requests for changes and complaints concerning school transportation, other than student disruption on the bus, will be made to the Director of Educational Operations. The Director of Educational Operations will review all requests and complaints and render a decision based on the steps outlined below.

Appeals Process

A. Request for change in Bus/Van Transportation

1. Requests for a change in transportation service shall be made in writing on a form prescribed by the Board of Education (Form #TRN-F001).

2. Upon such request, the **Director of Educational Operation**s, in conjunction with the bus contractor, will investigate the request and render a written decision. The Director may consult with town agencies such as the Police Department, the Department of Public Works, the Engineering Department, or any other available resource. Every effort will be made to notify the parent within ten (10) school days of such decision however, this will not always be possible.

B. Complaints Procedure

1. All complaints concerning school transportation, other than student disruption on the bus, will be made to the Director of Educational Operations.

2. Upon such complaint, the **Director of Educational Operation**s, in conjunction with the bus contractor, will investigate the complaint and take appropriate actions, if any, as necessary. The Director may consult with town agencies such as the Police Department, the Department of Public Works, the Engineering Department, or any other available resource. Every effort will be made to notify the parent within ten (10) school days of results of the investigation and any actions, however, this will not always be possible.

3. The Superintendent will provide the Commissioner of Motor Vehicles with a copy of the written record of complaints within thirty (30) days of the end of the school year.

C. Appeals Procedure

Provision of an appeals procedure for matters relating to the furnishing of school transportation is as follows:

1. Any parent/guardian or student at majority age who believes that their student transportation needs are not being properly met should review this matter with the **Director of Educational Operations**.

2. If no resolution is reached under (C.1) above, the matter should be referred in writing to the **Superintendent** who shall review the matter and issue a decision in writing within ten (10) working days after receipt of this request.

3. If no resolution is reached under (C.2.) above, the parent or guardian shall be advised of their right to request a hearing by the Board of Education concerning their request for transportation services.

a. The Board of Education and/or their designee shall give such parent or guardian (etc.) notice of the right to request a hearing concerning the denial of transportation accommodations;
b. The Board of Education shall hold a hearing within ten (10) days of receipt of a written request by the parent or guardian;
c. The Board of Education shall make a stenographic record or tape recording of such hearing and shall, upon written request, provide the parent or guardian with the transcript or the tape recording within thirty (30) days of such request;
d. The Board of Education shall render a written finding within ten (10) days after such hearing;
e. Such hearing shall be held in accordance with the provisions of Sections 4-176e to 180a, inclusive, and 4-181a of the Connecticut General Statutes;
f. If a parent or guardian is aggrieved by the findings of the Board of Education, an appeal may be taken to the State Board of Education;
g. The findings of the Board of Education shall be upheld by the State Board of Education unless it is determined that such findings were illegal, arbitrary, capricious or unreasonable.

Legal Reference: Connecticut General Statutes

10-186 Duties of local and regional board of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board.
10-221c Development of policy for reporting complaints re: school transportation safety.

POLICY ADOPTED: June 12, 2001
REVISED: March 12, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Form #TRN-F001

COLCHESTER PUBLIC SCHOOLS

REQUEST FOR BUS STOP/ROUTE CHANGE ADDITION OR DELETION

A separate form must be completed for students on different buses and in different schools all decisions made in accordance with Board of Education Policy P-3541.

School: _____ Bus:_____ Date:_____

Parent's Name:_____ Phone (H):_____ (W): _____

Address:_____ (Cell): _____

Student's Name:_____ Grade: _____

STOP LOCATION: A.M. PICKUP_____P.M. DROPOFF_____

Does this involve Day Care? _____YES ___NO (If yes, list day care provider information:

Day Care Provider Name: _____ Phone #:_____

Address: _____

REQUEST:_____

_____

_____

_____

_____

_____

_____

TO BE COMPLETED BY SCHOOL DIRECTOR OF EDUCATIONAL OPERATIONS:

_____Approved _____Denied _____Other

OFFICIAL COMMENTS:

_____

_____

_____

_____

_____ _____

Colchester Public Schools Director of Educational Operations DATE

3542.22P
BUSINESS

SCHOOL LUNCH SERVICE EMPLOYEE'S RESPONSIBILITIES

The District Nutrition Program Coordinator/Café Manager in charge of school lunch services shall work under the direct supervision of the Director of Educational Operations, and shall have general charge of the cafeteria records and the planning and purchasing, as well as supervising the preparation and serving of meals.

The District Nutrition Program Coordinator under the supervision of the Director of Educational Operations shall recommend charges for lunches, second portions, and beverages to the Board of Education. The District Nutrition Program Coordinator and the Director of Educational Operations shall hire and direct the work of the personnel in the various school lunch programs.

ADOPTED: March 13, 2007
REVISION: May 14, 2013
REVISION: June 9, 2015
REVISION/ACCEPTED: November 13, 2018

Business/Non-Instructional Operations

School Lunch Service

Menus and Services

Lunches will be available for all students in schools having cafeteria facilities.

Policy adopted: March 13, 2001

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

Series 3000
Business

FOOD SERVICE CHARGING POLICY

The Board of Education has an agreement with the Connecticut State Department of Education to participate in the school-based Child Nutrition Program. The Board accepts full responsibility for adhering to the federal and state guidelines and regulations pertaining thereto. Program meals are planned to meet the specified nutrient standards for children as specified by the United States Department of Agriculture in accordance with their age or grade group.

Although not required by law, but due to its participation in the Child Nutrition Program, the Board approves the establishment of a system to permit students to charge a meal in certain situations.

The Board realizes that funds from the non-profit School Food Service Account, according to federal regulations, cannot be used to cover the cost of charged meals that have not been paid.
Federal funds are intended to subsidize the meals of children, and these funds may not be used to subsidize meals for teachers, staff or visitors. Therefore, adults are not permitted to charge meals.

Families are able to pre-pay for meals to help ensure children have consistent access to healthy meals.

Charging is not encouraged by the Board, but on those occasions that a student does not have lunch money, s/he will be permitted to charge a reimbursable meal or be offered an alternate meal. An alternate meal is any meal that differs from the day's advertised, reimbursable meal. An alternate meal is a cheese sandwich and milk

ADOPTED June 14, 2011
REVISED: November 14, 2017 **(this policy replaces #3542.43)**

Series 3000
Business

FOOD SERVICE CHARGING REGULATION

The Board's regulations regarding meal charging are as follows.

1. The student who charges a meal will be given the same reimbursable meal that other children are provided. Allowable number of charged lunches are:
    a. K-2: five
    b. 3-5: three
    c. 6-12: one
2. The School Food Service program will inform secondary level students verbally when they have a low account balance, or when they have charged a lunch. Ala carte menu items cannot be charged.
3. Parents of elementary school students who charge will be notified by a letter given to the student by her/his classroom teacher or by telephone that their child has received charged meals. Middle and high school students' parents will receive notification by U.S. mail, email, and/or phone.
4. After a student has reached the allowable number of charged lunches, the School Food Service will provide an alternate meal.
5. Alternate meals will be provided until all charged amounts, including the costs for alternate meals, are paid.
6. In the event of hardship situations, parents/guardians will be encouraged to contact the Board's Cafeteria Supervisor or school social worker to discuss application for free or reduced price meals.

School administrators and cafeteria managers are expected to ensure that no student is exposed to distress as a result of not having adequate funds to pay for a meal. Actions such as publicizing the names of children with unpaid meal charges or any other form of identifying a child who has charged a meal are strictly prohibited.

All correspondence and communication related to unpaid meal charges will be addressed with the student's parents or guardians. School personnel should not attempt to resolve unpaid charges directly with children.

When a child leaves the district or graduates, the Cafeteria Supervisor must attempt to contact the child's parent or guardian in writing to return any funds remaining in the student's account. Families who are not approved for free and reduced lunch may donate the funds to cover unpaid meal charges that were not collectible. If the parent/guardian does not respond to the written notice within 30 days the funds will be donated to cover unpaid meal charges.

Delinquent Debt

Unpaid meal charges, like any other money owed to the nonprofit school food service account (NSFSA), are considered "delinquent debt" when payment is overdue, as defined by state or local policies. Effective with school year 2017-2018, the Connecticut State Department of Education requires that the parent;/guardian pay all delinquent student debts no later than June 30th to ensure that students' accounts have a zero balance for the start of the next school year.

Any delinquent debts that have not been recovered by June 30th will be considered "bad debt." Records relating to those charges must be maintained in accordance with the records retention requirements in 7 CFR 210.9(b)(17) and 7 CFR 210.15(b).

The Chief Financial Officer shall be notified annually in June by the cafeteria supervisor of delinquent debt associated with the nonprofit school food service account (NSFSA)

This regulation shall be placed on the District's website and the website of each school, and will be published at the beginning of each school year at the time information is distributed regarding free and reduced price meals.

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

10-215a Nonpublic school and nonprofit agency participation in feeding programs.

10-215b Duties of State Board of Education re feeding programs.

State Board of Education Regulations

Operational Memorandum #19-10, State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education

"Unallowable Charges to No-profit School Food Service Accounts and the Serving of Meals to No-paying Full and Reduced Price Students"

National School Lunch Program and School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol 45 No. 20, Tuesday, January 29, 1980, pp 6758-6772

ADOPTED: November 14, 2017

Business/Non-Instructional Operations

Capital Outlay

Except for emergencies or reasons of economy, the purchase of major pieces of equipment such as vehicles shall be scheduled so that annual budgetary appropriations for capital outlay will be of similar size or will show a continuous trend without severe fluctuations.

A long-range and short-range plan for capital outlay shall be developed by the Superintendent of Schools and the Board of Education budget committee in order to prevent severe fluctuations in the annual capital outlay fund, and to provide an orderly process for acquisition of needed equipment and facilities within budgetary constraints. This long and short-range plan shall be submitted with the annual budget.

Policy adopted: March 13, 2001

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut